



UNLV | CLASSIFIED
STAFF COUNCIL

University of Nevada, Las Vegas

Classified Staff

Reference Guide

2015 – 2016

This reference guide is coordinated by the University of Nevada Las Vegas (UNLV) Classified Staff Council and is designed to assist new classified staff with many of the details of working at UNLV. This reference guide includes classified staff specific information, as well as information about policies and procedures related to students and faculty members. Since some classified staff members support academic departments and serve students in varying capacities, this reference guide touches on an assortment of topics a classified staff member may be tasked to complete or explain.

Please note that for each section, whenever possible, the website to visit for the most current and up-to-date information is listed, as well as the office to contact if you have further questions. It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this reference guide change from time to time. Accordingly, UNLV reserves the right to modify, supplement, rescind, or revise any provision of it as it deems necessary or appropriate in its sole discretion with or without notice to you. To ensure you are aware of the most current information, please check the websites.

The contents of this reference guide are not a contract of employment and should not be considered as a guarantee of continued employment with UNLV.

Classified Staff Council would like to thank Office of the Vice Provost for Academic Affairs for sharing content for this guide.

If an area of interest is not addressed in this reference guide, you may search the UNLV website for it by typing your inquiry into the “search UNLV” box, located in the upper right-hand corner on the UNLV homepage, at <http://www.unlv.edu/>.

If there are additions and/or corrections you would like to suggest, contact your Classified Staff Council representative.

Classified Staff Council email address: cscouncil@unlv.edu

Classified Staff Council webpage: <https://www.unlv.edu/cscouncil>

Classified Staff Council Representative Directory:

<https://www.unlv.edu/cscouncil/directory>

Classified Staff Council Facebook page: <https://www.facebook.com/unlvclassified>

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UNLV Overview

Enrollment: Over 28,000 students

Degree Programs: More than 200 undergraduate, masters, and doctoral degree programs

Faculty and Staff: Approximately 2,800

Location: Southern tip of Nevada in a desert valley surrounded by mountains.

Academic Calendar: Two semesters (Fall/Spring) of approximately 16 weeks each. Three summer sessions are held from May through August.

Educational Environment: A 350-acre campus; average class size is 30; largest lecture hall seats about 200.

Campus Safety: UNLV is proud of its low crime rate. At night the grounds are well lit, call boxes are located across campus in case of emergency, and residence halls feature state-of-the-art security.

Sports: Students can participate in more than 20 kinds of intramural sports or 17 different sports at the NCAA/Division I intercollegiate level.

Internet Access: Students have free access to the Internet. All campus housing is fully wired.

Academic Mission

The University of Nevada, Las Vegas is a research institution committed to rigorous educational programs and the highest standards of a liberal education.

Accreditation

The University of Nevada, Las Vegas is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on Colleges and Universities

8060 165th Avenue N.E., Suite 100

Redmond, WA 98052

(425) 558-4224, www.nwccu.org

UNLV's accreditation was reaffirmed in July 2013. More information is available at

<http://provost.unlv.edu/nwccu/reaffirmation.html>.

Accreditations, Program

Program accreditation information is available on this website:

<http://provost.unlv.edu/vpaa/accreditation.html>

Research

UNLV is classified by the Carnegie Foundation for the Advancement of Teaching in the category of *High Research Activity*. UNLV is increasingly a dynamic resource for, and partner with, the community that it serves.



Colleges & Schools

COLLEGES

College of Education
Howard R. Hughes College of Engineering
College of Fine Arts
Graduate College
Honors College
William F. Harrah College of Hotel
Administration College of Liberal Arts
College of Sciences
Greenspun College of Urban Affairs

SCHOOLS

School of Allied Health Sciences
School of Architecture
Lee Business School
School of Community Health Sciences
School of Dental Medicine
School of Environmental and Public Affairs
Hank Greenspun School of Journalism and Media Studies
William S. Boyd School of Law
School of Life Sciences
School of Medicine
School of Nursing
School of Social Work

A Selective List of Highlights from UNLV's History

- 1951** James Dickinson and two part-time instructors begin teaching classes in Las Vegas at a local high school. The library has 1,800 donated books stored in a closet. Twenty-eight students sign up for classes, and the population of Las Vegas is around 48,000.
- 1954** University of Nevada regents meet for the first time in Las Vegas and tell a crowd of 300 that it is more important to build in Reno than in southern Nevada. They change their minds a few months later under southern pressure and a donation by Estelle Wilbourn of land for a campus. Enrollment grows to 310.
- 1955** The Nevada Legislature approves \$200,000 for a building for the Southern Regional Division of the University of Nevada. The Nevada Southern Fund is established and a door-to-door campaign led by Dr. R. Guild Gray raises \$35,000 to buy additional land.
- 1956-58** Maude Frazier, a retired school teacher, principal, and a Clark County legislator who helped get legislative support for the southern campus, turns the first shovelful of dirt to start construction on the first campus building, Maude Frazier Hall. William D. Carlson, dean of men and student affairs in Reno, becomes director of the southern campus. Archie C. Grant (a Regent and a community leader) Hall opens. Enrollment is up to 805. The Runnin' Rebel basketball program starts under head coach Michael "Chub" Drakulich.
- 1960-61** The Engineering Building (now called University Hall), the Gymnasium (now the Marjorie Barrick Museum of Natural History), the Geoscience Building (now named for Lilly Fong), and the Technology Building are completed. The population of Las Vegas is 127,000. The first floor of the round building of the James R. Dickinson Library is finished (two more floors are added in 1963).
- 1964-66** The Social Sciences Building (now John S. Wright Hall, named after one of UNLV's pioneering professors) is completed. The campus confers its first degrees - 29 of them. The regents approve a new name for the campus: Nevada Southern University (fondly known as Tumbleweed Tech), and appoint a campus chancellor: Donald C. Moyer, an educator from New Mexico, who raises money for a performing arts center and lays the groundwork for intercollegiate football. He appoints the first dean of the faculty, Jerry Crawford (Professor of Theatre, Emeritus). UNLV Alumni Association is incorporated. Tonopah Residence Hall and the Dining Commons are completed. The Division of Continuing Education is created to meet the demand for classes off campus.
- 1967-68** Students hang Gov. Paul Laxalt in effigy when he announces a budget that does not accommodate SNU's growth. He backs off, and funding is found. Nevada Southern is renamed the University of Nevada, Las Vegas, and gains its autonomy. Faculty leaders no longer have to fly to Reno to attend Faculty Senate meetings. Students vote to charge themselves \$27 per semester to build a student union. The Division of Science and Mathematics, formed in 1964, becomes a college. Rebel Football starts under coach Bill Ireland.
- 1969-71** Roman J. Zorn, a historian, becomes president. Hotel administration, which first offered classes in 1966, becomes the College of Hotel Administration. The Colleges of Education and of Business and Economics are also established. The Business Services Building is completed.
- 1970-71** The Chemistry Building is completed. The College of Arts and Letters is formed, merging the old colleges of Social Sciences, Fine Arts and Humanities; and the College of Allied Health Professions is created from the General and Technical Institute that had been started in 1967. The Silver Bowl, now Sam Boyd Stadium, opens for Rebel Football.

- 1972-77** Dr. Don Baepler, academic vice president since 1968, becomes president. The College of Science & Mathematics adds Engineering to its name. The Graduate College is established. The College of Hotel Administration introduces UNLVino. Charles Vanda, director of concert hall programs, starts the Masters Series. The Life Sciences Building, named after former regent Juanita Greer White, is completed, also, Judy Bayley Theatre, Flora Dungan Humanities Building, William D. Carlson Education Building, and the Paul C. McDermott Physical Education Center are completed. The first Ed.D.s are awarded.
- 1979** Dr. Leonard E. “Pat” Goodall, chancellor of the University of Michigan, Dearborn, becomes president. Enrollment stands at 9,447 students; faculty number 315, professional staff 84, and classified staff 315.
- 1981** James R. Dickinson Library addition is completed. Claes Oldenburg’s sculpture, “The Flashlight”, is installed on campus. The School of Health, Physical Education, Recreation & Dance is established within the College of Education, and the Environmental Research Center is organized within the Museum of Natural History. The UNLV Foundation is created.
- 1982-83** Alta Ham Fine Arts and Frank and Estella Beam Hall are completed. Enrollment is 11,452.
- 1984** Dr. Robert Maxson, senior vice president for academic affairs at the University of Houston, becomes president. The Howard R. Hughes School of Engineering is formed within the College of Science, Mathematics and Engineering; and the University Forum Series is started. UNLV implements a new General Education requirement. The 251,450 sq. ft. Thomas & Mack Center is completed and opens with a fund-raiser featuring Frank Sinatra, Dean Martin, and Diana Ross. Sheila Tarr is the NCAA Heptathlon Champion.
- 1985-88** The Honors Program gets underway. UNLV assumes responsibility for the Silver Bowl, now the Sam Boyd Stadium. Yehudi Menuhin performs in the Master Series. The academic program at Nellis Air Force Base produces its first graduate. Student Health Center, Public Safety, and the Beam Engineering Building open. UNLV honors its first Distinguished Professor: Sheilagh Brooks, Anthropology. Enrollment tops 14,000; more than 1,200 degrees are conferred.
- 1989-90** UNLV is named one of *U.S. News and World Report*’s up-and-coming universities. The UNLV Runnin’ Rebels become NCAA National Basketball Champions under coach Jerry Tarkanian. The College of Hotel Administration is named for William F. Harrah, long-time Nevada gaming leader. Residence halls (named for university supporters Claudine Williams, Kitty Rodman and William Boyd) and the Richard Tam Alumni Building are completed. The Runnin’ Rebels are the NCAA 1990 Basketball Champions.
- 1991-93** The Rod Lee Bigelow Health Sciences Building is completed, as is the Frank and Vicki Fertitta Tennis Complex. A gift from Jean Nidetch provides funds to start the Women’s Center. Enrollment exceeds 19,000. The first Ph.D. is awarded in English. Warren Schutte is the NCAA Individual Golf Champion.
- 1994** Kenny Guinn, elected Governor of Nevada in 1998, serves a year as interim president. The population of the Las Vegas Valley exceeds 1 million.
- 1995** Dr. Carol C. Harter, president of SUNY-Geneseo, becomes president. The Classroom Building Complex, Donald W. Reynolds Student Services Complex, the Robert L. Bigelow Physics Building, the Alumni Amphitheater and the Earl E. Wilson Baseball Stadium are completed.
- 1996** University reorganization creates the Greenspun College of Urban Affairs. The Lied Athletic Complex is completed. Campus-wide strategic planning meetings result in a new mission statement and the publication of the “University of Nevada, Las Vegas, Premier

- Urban University: A Public Agenda for the Decade 1996-2005”, the guiding document for UNLV development.
- 1997-98** The William S. Boyd School of Law opens to its first class in temporary quarters in an old elementary school. The Paul B. Sogg Architecture Building is completed and the School of Architecture is accredited. Enrollment is above 21,000; more than 3,000 degrees are conferred.
- 1999** The William S. Boyd School of Law receives the largest charitable gift pledge in Nevada history with more than \$28.5 million from James E. Rogers and the Rogers family. UNLV offers its first courses in Henderson. UNLV Athletics joins the Mountain West Conference. The Nevada Legislature and the Board of Regents authorizes a school of Dentistry.
- 2000** The 300,000 sq. ft. Lied Library opened; also the Cox Pavilion and other improvements at the Thomas & Mack Center, Fulton International Gaming Institute, William Bennett Professional Development Building and the UNLV Foundation Building are completed. The University hosted a successful full-scale accreditation visit. Revisions to the General Education requirement go into effect.
- 2001** The Beam Music Center opens; the new Campus Services Building is occupied; the University purchases the Shadow Lane Campus property. The Nevada Legislature appropriates \$8.8 million for planning a new Science & Engineering Research Facility expected to cost \$75 million. The first class graduates from the William S. Boyd School of Law.
- 2002** The William S. Boyd School of Law moves into the extensively remodeled former library building in the center of campus. Faculty from John S. Wright Hall moves to the Central Desert Complex while Wright Hall is razed and rebuilt. The School of Dental Medicine welcomes its first students for the fall semester. The mission statement and goals are updated and revised.
- 2003** University reorganization changes the College of Extended Studies to the Division of Educational Outreach and combines health-related units: the Schools of Dental Medicine, Nursing, and Allied Health & Human Performance into the Division of Health Sciences.
- 2004** Liberal Arts faculty moves back into a newly remodeled and enlarged Wright Hall while Urban Affairs departments are united in an expanded Central Desert Complex. The School of Dental Medicine moves into its new facilities at the Shadow Lane Campus.
- 2005** Construction on a new student recreation center and a remodeled and expanded student union begins.
- 2006** Dr. David B. Ashley, Executive Vice Chancellor and Provost at the University of California, Merced becomes UNLV’s eighth president. UNLV’s William F. Harrah College of Hotel Administration opens the university’s first international campus in Singapore. Phase I of the new student union opens.
- 2007** Dr. Neal J. Smatresk, Vice Chancellor for Academic Affairs and Deputy to the Chancellor at the University of Hawaii, Manoa becomes UNLV’s Executive Vice President & Provost. Phase II of the new student union opens. The B.S. in Entertainment Engineering & Design, the only program of its kind in the country, accepts the first students in Fall 2007.
- 2008** Greenspun Hall, named for the Greenspun publishing family, a Leadership in Energy & Environmental Design (LEED) certified facility, opens in Fall 2008 to house most of the Greenspun College of Urban Affairs. The Ph.D. in Political Science accepts the first students in Fall 2008.
- 2009** Dr. Neal J. Smatresk is named interim President. The Science & Engineering Building, a state-of-the-art research and teaching facility, opens in Spring 2009. Forty-one students from UNLV

- Singapore receive their degrees June 6 during the first commencement ceremony held since the campus opened in August 2006. The Brookings Mountain West Initiative, a significant collaborative research and public policy analysis effort was established. The Lincy Institute was created to address large-scale challenges in the areas of education, health care, social systems, and public policy.
- 2010** UNLV's first capital campaign, *Invent the Future*, surpassed its goal by raising \$537,201,478. The campaign engaged thousands of donors who gave more than \$52.5 million for student scholarships and more than \$267 million for UNLV's programs and centers. Dr. Neal J. Smatresk is named President.
- 2011** UNLV graduated its largest class ever with 2,873 students graduating on May 14, 2012. The youngest student was 19 and the oldest was 78.
- 2012** Ted and Doris Lee give a \$15 million gift to the College of Business. The college was renamed the Lee Business School and the gift will endow Lee Professorships, create Lee Scholars, a Thought Leader Lecture Series, and a Visiting Professor Program. In 2012 UNLV was recognized by the U.S. Department of Education as an Asian American, Native American, and Pacific Islander-serving Institution.
- 2013** The Nevada System of Higher Education approved a medical school at UNLV to serve southern Nevada. Tina Kunzer-Murphy is offered a three-year contract as the first woman and first UNLV alumna to hold the Athletic Director position. UNLV beat out every other American university participating in the prestigious Solar Decathlon sponsored by the U.S. Department of Energy. The student-designed home, named *DesertSol*, blended consumer appeal and optimal energy efficiency. The team won second place overall in the international competition. *Desert Sol*, was placed on permanent display at the Springs Preserve in Las Vegas.
- 2014** Dr. Barbara Atkinson is hired as the planning dean for the UNLV School of Medicine. UNLV is one of the nation's most diverse campuses for undergraduate students, according to *U.S. News & World Report*'s best college rankings of 2014.

For more information on UNLV's history, please consult Dr. Eugene Moehring's book: [UNLV: The University of Nevada, Las Vegas: A History](#) (Reno: University of Nevada Press, 2007).

Organizational Structure

I. Nevada System of Higher Education (NSHE)

The Nevada System of Higher Education is governed by a thirteen-member Board of Regents along with the guidance of a Chancellor; Executive Vice Chancellor and Chief Counsel; Vice Chancellor for Academic and Student Affairs; Vice Chancellor and Chief Operating Officer; Vice Chancellor for Finance; and Vice Chancellor for Technology. These officers oversee the administration of eight system institutions listed below. See Board of Regents Handbook, Title 2, Ch. 1 at

<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/>.

- University of Nevada, Las Vegas – UNLV - <http://www.unlv.edu/>
- University of Nevada, Reno – UNR - <http://www.unr.edu/>
- Nevada State College at Henderson – NSC - <http://www.nsc.nevada.edu/>
- College of Southern Nevada – CSN - <http://www.csn.edu/>
- Desert Research Institute (Reno and Las Vegas) – DRI - <http://www.dri.edu/>
- Great Basin College (Elko, Nevada) – GBC - <http://www.gbcnv.edu/>
- Truckee Meadows Community College (Reno, Nevada) – TMCC - <http://www.tmcc.edu/>
- Western Nevada College (Carson City, Nevada) – WNC - <http://www.wnc.edu/>

Typically, the Board holds four regular meetings each year in addition to committee meetings. These meetings are rotated among the campuses throughout the state. All regular and committee meetings are open to the public, and agendas and minutes are posted on the NSHE's web site,

<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/>. You can also access this site for additional information on each of the schools within the NSHE as well as to view the Board's online Handbook and the NSHE Procedures Manual.

NSHE has offices in Las Vegas and Reno. The Las Vegas office is located at:

4300 S. Maryland Pkwy., Las Vegas, NV 89119

<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/>

II. Board of Regents

Exclusive control and administration of the NSHE is vested in a nonpartisan, elected Board of Regents by the Nevada State Constitution. The NSHE is considered a state agency, and its employees are defined as state employees, but the Board has constitutional autonomy to consider, approve, and coordinate policies for the system institutions. The Board of Regents represents all regions of Nevada. For a current listing of the Board of Regents see <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/current-regents1/>.

The regents are elected for staggered six-year terms and do not receive compensation for their service as regents. The Board holds four regular meetings each year in addition to committee meetings. The meeting locations vary among the system institutions, with the majority of meetings held in Las Vegas and Reno. Because the NSHE is a state agency, some provisions governing employees' benefits are governed by the Nevada Revised Statutes. See Nevada Law Library at <http://www.leg.state.nv.us/law1.cfm>.

The bylaws under which the Board operates, and the regulations and operating procedures for each institution are contained in the Board of Regents Handbook. The handbook also contains the NSHE *Code*, which defines basic personnel policies for the faculty and professional staff, as well as the bylaws for each system unit, which contain even more specific procedural guidelines. *See* Board of Regents' Handbook at <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/>.

III. University of Nevada, Las Vegas (UNLV)

The principal administrative officers are:

- President: Len Jessup, <http://president.unlv.edu/>
- Executive Vice President and Provost: Nancy B. Rapoport, <http://provost.unlv.edu/>
- Vice President for Advancement: William Boldt, <http://www.unlv.edu/advancement>
- Chief of Staff: Fred Tredup
- Vice President for Diversity Initiatives and Government Affairs: Luis Valera, <http://www.unlv.edu/diversityinitiatives>
- Senior Vice President for Finance & Business: Gerry Bomotti
- General Counsel: Elda Luna Sidhu
- Director of Intercollegiate Athletics: Tina Kunzer-Murphy
- Senior Advisor to the President: vacant
- Vice President for Research & Economic Development: Thomas Piechota, <http://www.unlv.edu/research>
- Vice President for Student Affairs: Juanita Fain, <http://www.unlv.edu/studentaffairs>

All can be reached through: <http://www.unlv.edu/president/cabinet>

Important Resources for Classified Staff

Classified Staff Council

<https://www.unlv.edu/cscouncil>

cscouncil@unlv.edu

<https://www.facebook.com/unlvclassified>

The Classified Staff Council represents and serves classified employees and is an advisory group to the president of the University of Nevada, Las Vegas. The council recognizes the importance of being actively involved in creating a more collaborative campus community.

The mission of the Classified Staff Council is to assist our campus community in creating an inclusive and diverse campus environment. We will accomplish this by communicating and collaborating with colleagues throughout UNLV, serving as a resource for classified employees, providing access to professional development through the Classified Staff Development fund, highlighting and participating in service opportunities, and seizing opportunities to recognize and reward our peers.

State of Nevada Employee Handbook

http://hr.nv.gov/uploadedFiles/hrnv.gov/Content/Resources/Publications/Employee_Handbook.pdf

Nevada Revised Statutes Chapter 284 – State Personnel

<https://www.leg.state.nv.us/nrs/NRS-284.html>

Board of Regents Handbook

<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/>

Board of Regents Procedures & Guidelines Manual

<http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/procedures-guidelines-manual/>

UNLV Bylaws

<http://facultysenate.unlv.edu/unlv-bylaws>

UNLV Classified Employee Forms

<https://www.unlv.edu/hr/forms/listing-by-topic#2>

Important Policies for All Faculty and Staff

A. Americans with Disabilities Act Policy, UNLV Employee

The University is committed to providing accommodations for eligible individuals with documented disabilities as defined by federal and state law in the most timely and effective manner possible under applicable laws and regulations. The University's intent is to ensure every employee (faculty, professional staff, classified staff, student employees) who makes a request for accommodations under the Americans with Disabilities Act (ADA) or the Rehabilitation Act is promptly and properly advised of the accommodation process. The University is committed to following the requirements of the ADA and all appropriate federal and/or state laws, rules and regulations.

All requests for accommodation(s) from faculty and staff are to be submitted in writing on the appropriate form(s) and with the appropriate supporting documentation to the University's ADA Officer for consideration and review. The review of the request may, at the discretion of the University, include an evaluation and determination of the scope of the disability and, if appropriate, requests for additional medical documentation, examinations and/or opinions. The accommodation decision shall be transmitted to the employee, the person or persons who need to implement the decision and the appropriate appointing authority. See <http://www.unlv.edu/eoo/ada>.

NOTE: For all faculty and staff (professional and classified) ADA accommodation determinations, please contact Barrett Morris, Director of Compliance, located in CBC-B522, 702-895-4055, or visit the website www.unlv.edu/eoo for information and forms.

B. Alcohol Violation Response Policy

Office of Student Conduct Central

Desert Complex Bldg#1

702-985-2308 / FAX 702-895-2514

http://provost.unlv.edu/downloads/060518_Alcohol_Response_Policy_Student.pdf

UNLV has a commitment to its students, the campus community, as well as the local community to be proactive in its educational responsibilities which include responsible standards of behavior relative to alcoholic beverages. The Alcohol Violation Response Policy and Guidelines have been developed to provide guidance for the University of Nevada, Las Vegas' students, staff, and faculty regarding both proactive responses and possible outcomes / sanctions that may be used relative to students' consumption, distribution, possessions and / or sale of alcoholic beverages. All incidents involving alcohol use/misuse by students will be communicated to and coordinated through the Office of Student Conduct for UNLV.

C. Consensual Relationships Policy

Human Resources

Campus Services Building (CSB), Room 237

702-895-3504 / FAX 702-895-1545 / <http://www.unlv.edu/hr>

UNLV prohibits romantic or sexual relationships between members of the university community when one of the individuals involved has direct professional influence or direct authority over the other. If such relationships evolve, university employees must report consensual relationships to their supervisor, so that appropriate steps may be taken to resolve potential conflicts of interest.

For further information, see <http://www.unlv.edu/hr/policies/consensual>.

D. Copyright Policy and Fair Use Laws

Office of the Executive Vice President and Provost Flora

Dungan Humanities Building (FDH), Room 747

702-895-3301 / FAX 702-895-4054 / <http://www.unlv.edu/provost/copyright>

Although UNLV encourages its faculty and staff to engage in a wide variety of activities related to education, it respects the legal right to intellectual and creative property in all media. Such educational activities must therefore

be performed within the bounds of copyright law. Faculty, staff and students that utilize walk-up copiers or take materials to off-campus vendors assume all responsibility and liability for copyright compliance.

Reprographics / Design Services has contracted with the Copyright Clearance Center for help in obtaining permission for course materials duplicated in Reprographics. Since most course packs are systematically duplicated from semester to semester and are sold commercially, they do not fall under fair use guidelines. Copyright clearance must be obtained from the publisher each semester. University policy does not permit educational materials to be sold directly by faculty members.

It is recommended that faculty include the following statement in their course syllabi:

The university requires all members of the university community to familiarize themselves and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.**

Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

E. Drug-Free Schools and Communities Act

Human Resources

Campus Services Building (CSB), Room 237

702-895-3504 / FAX 702-895-1545 / <http://hr.unlv.edu/>

UNLV is committed to a drug-free workplace, <http://www.unlv.edu/hr/policies/drugfree>. It is the policy of the State of Nevada to ensure that its employees do not: report for work in an impaired condition resulting from the use of alcohol or drugs, or consume alcohol while on duty, at a work site, or on state property.

Any employee who violates this policy is subject to disciplinary action.

F. Equal Educational and Employment Opportunity (EEO), Reaffirmation of Commitment to

The University of Nevada, Las Vegas (UNLV) is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation — except where sex, age, or ability represent bona fide educational or employment qualifications or where marital or veteran status are statutorily defined eligibility criteria for federal or state benefit programs. Further, the university seeks to promote campus diversity by enrolling and employing a larger number of minorities and women where these groups have historically been and continue to be under-represented within the university in relation to availability and may extend preference in initial employment to such individuals among substantially equally qualified candidates, as well as to veterans, Nevada residents, and current state employees seeking promotion.

This affirmation is published in accordance with 41 CFR 60 and is in keeping with Title VII & Title IX of the Civil Rights Act of 1964, as amended; Executive Order 11246; the Rehabilitation Act of 1973; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; the Civil Rights Restoration Act of 1988; Nevada Revised Statutes; and the Code and Policies of the Board of Regents of the Nevada System of Higher Education.

To ensure that equal educational and employment opportunity exists throughout the university, a results-oriented equal opportunity/affirmative action program has been implemented to overcome the effects of past discrimination and to eliminate any artificial barriers to educational or employment opportunities for all qualified individuals that may exist in any of our programs. The university aims to achieve, within all areas of the university community, a diverse student body, faculty, and staff capable of providing for excellence in the education of its students and for the enrichment of the university community.

The University of Nevada, Las Vegas reaffirms its commitment to equality of educational and employment opportunity in its relationships with all members of the university community and its commitment to the elimination of any documented historical and continuing underutilization of women and minorities among the student body or employee complement. The University of Nevada, Las Vegas is committed to this program and is aware that with its implementation, positive benefits will be received from the greater utilization and development of previously underutilized human resources. <http://www.unlv.edu/about/statements>

G. Family Education Rights and Privacy Act of 1974 (FERPA)

Office of the Registrar

Student Services Complex-Building A (SSC-A), Rm. 103

702-895-3443 / FAX 702-895-4987 / <http://www.unlv.edu/registrar/ferpa>

<http://www.unlv.edu/assets/aboutmyunlv/training/FERPA/FERPA.html>

In accordance with the UNLV policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), UNLV vigorously protects the privacy of student education records. The university's policy is to comply fully with all provisions of the Act. Because of its complexity, faculty members with questions about what information can and cannot be released to students and others should direct their questions to *the Registrar's Office*.

As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. At UNLV, the following categories are defined as "directory" information: *Name, address, e-mail address, telephone number, dates of attendance, full-time/part-time status, academic major, college/school and grade level, heights and weights of members of athletic teams, academic honors, other academic institutions recently attended, participation in UNLV organizations, and degrees earned and dates attended.*

Students have the right to request that UNLV not release directory information for commercial and/or non-commercial purposes. It is important for students to consider carefully the potential consequences of restricting the release of his/her directory information. For example, if students restrict release for non-commercial educational purposes, UNLV will be unable to place the student's name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships.

H. Title IX: Harassment, Personal Discrimination, and Unlawful Retaliation

Office of Diversity Initiatives

Flora Dungan Humanities (FDH), Room 561

702-895-5580 / FAX 702-895.5977 / <http://www.unlv.edu/diversityinitiatives>

The University of Nevada, Las Vegas affirms that students and employees are entitled to an educational and employment environment free from unlawful harassment or personal discrimination and expressly prohibits unlawful harassment or personal discrimination of any individual among the university community engaged in educational or employment pursuits based on that individual's race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, marital status, pregnancy, veteran status, or political affiliation. No student or employee shall be subject to retaliation for bringing a good faith complaint pertaining to unlawful harassment or personal discrimination or for protesting such behavior directed against another member of the university community.

For more information concerning ways in which our multicultural learning community may be nurtured and protected or complaint resolution procedures, contact the Office of Student Conduct, Human Resources, or the Office of the Vice President for Diversity & Inclusion at <http://www.unlv.edu/diversityinitiatives/titleix>.

I. HIV / AIDS Policy

Human Resources

Campus Services Building (CSB), Room 237

702-895-3504 / FAX 702-895-1545 / <http://www.unlv.edu/hr>

Acquired Immune Deficiency Syndrome (AIDS) has had a profound effect upon our entire society. It has caused great concern and alarm, and as a public health issue the problem of AIDS has been compounded by misunderstandings and prejudice.

Because, as yet, there is no cure for AIDS or HIV infection, the most important goals for colleges and universities are to increase awareness and to provide education to prevent further spread of infection. Effective educational programs about HIV infection based on the most credible scientific and legal knowledge to date will be made available to students, faculty, and staff at UNLV on an ongoing basis. See <http://www.unlv.edu/hr/policies/aids-guidelines> for further information.

J. Nepotism

Human Resources

Campus Services Building (CSB), Room 237

702-895-3504 / FAX 702-895-1545 / <http://www.unlv.edu/hr>

It is the policy of UNLV that no university employee may hire or cause to be hired, nor supervise, any relative of the employee otherwise employed by the university within the third degree of consanguinity or affinity, except with the prior approval of the president. In enforcing this policy it is important to keep in mind that any appearance of impropriety should be avoided. Therefore, the source of the funding to pay a newly hired employee should not serve as a basis to waive the restrictions of this policy. All questions concerning the hiring of any individual who may be related to another university employee should be referred to the human resources office at (702) 895-3504. More information can be found at <http://www.unlv.edu/hr/policies/nepotism>.

K. No Smoking Policy

Human Resources

Campus Services Building (CSB), Room 237

702-895-3504 / FAX 702-895-1545 / <http://www.unlv.edu/hr>

Smoking tobacco and carrying lit tobacco products are prohibited in all buildings and elevators on the campus, except within a separate, designated room or area of the building. Pursuant to Nevada Revised Statutes, persons violating the statute may be charged with a misdemeanor. In addition, employees and students who violate this policy are subject to the disciplinary rules and procedures set forth in the Board of Regents Procedures & Guidelines Manual at <http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Procedures/COMPLETEPGREV49%281%29.pdf>.

L. Political Activity

Office of Media Relations

Flora Dungan Humanities Building (FDH), Room 716

mediarelations@unlv.edu, 702-895-3102 / FAX 702-895-4057

Inquiries about political activities on campus should be directed to the Office of Media Relations using the contact information shown above.

Note: UNLV Student elections, which are governed by CSUN policy, are exempt from this policy.

A policy of nonpartisanship and neutrality will govern the University at all times in its relationship with elected officials or persons campaigning for public office.

- UNLV will not sponsor or support political candidates, ballot initiatives, or questions.
- UNLV campus mail and email will not be used to distribute political materials in any form. This applies to both members and nonmembers of the University community.
- If the titles of faculty and staff used in political correspondence might reasonably be construed as implying support, endorsement, or opposition of the University with regard to any non-university activity or issue, the identification shall be accompanied by an explicit statement that the individual is speaking for himself or herself and not as a representative of the University or any of its offices or units.

Political campaign signs and handbills of candidates for public office, or for ballot initiatives or questions, are subject to the campus Posting Policy. Such materials may be distributed by hand outdoors in the designated expressive activity areas only.

Reserving Space for Political Events

Campus political organizations have access to selected University facilities on the same basis as all other campus organizations — in keeping with the rights of all members of the campus community to express political views. All political organizations are to be assessed the usual costs for the use of the facilities.

University users (students, faculty, or staff) who wish to present informational events open to the public, but not in support of particular candidate(s), ballot initiative(s), or question(s) — such as lectures or debates — must provide Certificates of Insurance for general liability coverage of at least \$1 million combined single limit per occurrence. They may be eligible for reduced or waived use fees.

- Those who reserve space for political activities are required to include the following statement in all publicity: "This event (or publication) does not reflect an opinion or endorsement by the University of Nevada, Las Vegas."
- Candidates and campaign organizations may film or shoot still photos on the UNLV campus subject to the Guideline for Commercial Filming, but may not express or imply an endorsement by UNLV.

Political signs placed on the campus in violation of the Posting Policy will be removed by the University, and those responsible will be charged for the cost of removal by the UNLV Facilities Management Department. Removal costs are available to the public upon request.

M. Posting, Distribution, and Exhibition of Printed Materials

Office of Media Relations

*Flora Dungan Humanities Building (FDH), Room 716 mediarelations@unlv.edu, 702-895-3102, 702-895-3102/
FAX 702-895-4057 / <http://www.unlv.edu/mediarelations>*

Inquiries about posting, distribution, or exhibition of printed materials on campus should be directed to the Office of Media Relations using the contact information shown above.

Posting of signs, fliers, placards, or any similar printed material is prohibited on the UNLV campus, except in the following locations:

1. Sites available to members of the campus community and general public:

- Academic mall area — fliers of a political nature or nonprofit nature may be passed by hand in the academic mall area only.
- Lied Library bulletin boards with the permission of the Lied Library Administration and in accord with the library's posting policy.
- UNLV Student Union bulletin boards with permission of the UNLV Student Union office and in accord with the Student Union posting policy.
- Marjorie Barrick Museum, with permission of Barrick staff. Leave materials in main office, Room 135.
- Residence hall posting requests are to be left with the Campus Housing office, which will post them.
- Thomas & Mack Center (TMC) with permission of the TMC director's office and in accord with the TMC posting policy.

2. Sites available to members of the campus community only:

- Department/unit bulletin boards located in office and classroom areas (with the permission of the appropriate department or administrative unit).

3. Sites available to campus and non-campus organizations for banners:

- Banners may be hung at appropriate locations, in accordance with the applicable policies, including the advertising and marketing policy. Locations include UNLV Student Union, with permission of the Student Union director or designee; and interiors and exteriors of other campus buildings, with the permission of the facilities management and planning department.

4. Absolutely no posting is allowed in the following areas:

- On trees or other plants or objects in the landscape, lamp posts, exterior or interior walls, sidewalks, benches, windows, or other surfaces not specifically designed for posting printed materials.
- Automobiles in university parking lots.
- Freestanding signs on university property.
- A full description of UNLV's policy on posting, distribution and exhibition of printed materials may be found at <http://www.unlv.edu/eventservices/advertising-marketing-opportunities>. Additional information can be found here <http://www.unlv.edu/sites/default/files/24/SUESAdvertisingPolicy.pdf> and <http://www.unlv.edu/visit/visitingcampus/reserve-space/guidelines#advertising>.

N. Sexual Harassment Policy

Human Resources

Campus Services Building (CSB), Room 237

702-895-3504 / FAX 702-895-1545 / <http://hr.unlv.edu/>

A copy of UNLV's Sexual Harassment Policy may be obtained from the Human Resources website at <http://www.unlv.edu/hr/policies/harassment>. It is the policy of the Nevada Systems of Higher Education that all employees receive a copy of the Nevada System of Higher Education, (NSHE) Sexual Harassment Policy and Complaint Procedure and acknowledge receipt of the policy.

NSHE is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance. It is expected that students, faculty, and staff will treat one another with respect.

O. Sexual Harassment Policy and Complaint Procedure

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal mandate prohibiting discrimination based on the gender of students and employees of educational institutions receiving federal financial assistance. Sex discrimination includes sexual harassment and sexual violence. Educational institutions that receive federal financial assistance are covered by Title IX. If only one of the institution's programs or activities receives federal funding, all of the programs within the institution must comply with Title IX regulations. In compliance with Title IX, the University of Nevada, Las Vegas prohibits discrimination in employment as well as in all programs and activities on the basis of sex.

In compliance with Title IX, the University of Nevada, Las Vegas prohibits discrimination in employment as well as in all programs and activities on the basis of sex.

Title IX Compliance at UNLV Information

Website: www.unlv.edu/diversityinitiatives/titleix

Email: TitleIXCoordinator@unlv.edu

Telephone: 702-895-5580

P. Solicitation

UNLV Police Services

702-895-3668 / FAX 702-895-3660 / <http://police.unlv.edu/> 911

Emergency only / 311 Non-emergency calls

Door-to-door solicitations or sales of goods or services on the UNLV campus are expressly forbidden. Faculty and staff should report all incidents to the Police Services Department, 895-3668.

Solicitation of signatures for petitions or other statements of support for public issues is permitted free of charge in academic mall areas. A full description of UNLV's policy on solicitations may be found at <http://eventservices.unlv.edu/pdf/policies/AdvertisingPolicy.pdf>.

Q. Additional policies can be found on the University Policies webpage at <http://www.unlv.edu/policies> organized by unit. The search box can be used to search the titles of policies to easily find the one for which you are looking. Other policies that anyone who works for UNLV is held accountable for are listed on these webpages:

<http://www.unlv.edu/hr/policies>

<http://www.unlv.edu/hr/policies/nshe-policies>

<http://www.unlv.edu/hr/policies/workplace>

<http://www.unlv.edu/hr/policies/federal-notices>

<http://www.unlv.edu/hr/policies/state-notices>

<http://www.unlv.edu/hr/policies/disciplinary-action>

A-Z Listing

Academic Advising

<http://www.unlv.edu/advising>

UNLV currently has 11 academic advising centers on campus each with their own unique approach to working with their majors. The executive director of academic advising at UNLV is responsible for the institutional objectives and general leadership of the academic advising centers on campus, as well as the promotion of the value and progress of academic advising at UNLV.

Academic and Administrative Faculty Reference Guide

https://www.unlv.edu/sites/default/files/page_files/27/AcademicAdministrativeFacultyReferenceGuide2015-2016.pdf

The reference guide is coordinated by the University of Nevada Las Vegas (UNLV) Office of the Vice Provost for Academic Affairs and is designed to assist new academic and administrative faculty with many of the details of teaching and working at UNLV. Password resets

Academic Assessment

Academic Assessment Office

Wright Hall, Building A (WRI-A), Room 226

702-895-0407 / FAX 702-895-3670 / <http://provost.unlv.edu/Assessment/>

Assessment of student learning is a critical function of the university, and a requirement of both our Nevada System of Higher Education (NSHE) regents and our accrediting body, the Northwest Commission on Colleges and Universities (NWCCU). These efforts are led by the faculty of each degree program and coordinated by the Office of Academic Assessment. Faculty members are expected to include a statement of expected learning outcomes in the syllabi for all courses, and programs must publish the expected learning outcomes for all of their degrees on the relevant program websites. The program faculty decides how assessment of student learning outcomes will occur, and strive toward a process of continuous improvement of student learning. These efforts are documented by assessment plans and reports, which are submitted and archived by the Office of Academic Assessment. Programs are given feedback on their plans and reports by the Office of Academic Assessment. Assessment results and processes are reviewed by the Academic Assessment Committee, a body composed of UNLV faculty representing each college/school as well as other assessment experts from across campus. For more information on Academic Assessment at UNLV, please see the website for the Office of Academic Assessment: <http://provost.unlv.edu/Assessment/>.

Academic Integrity / Misconduct, Student

Office of Student Conduct

Central Desert Complex Bldg#1

702-895-2308/FAX 702-895-2514 / <http://studentconduct.unlv.edu/misconduct/policy.html>

UNLV is dedicated to learning. In responding to this dedication, the university demands a high level of scholarly behavior and academic honesty on the part of students, faculty, staff, and administrators. Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Academic Misconduct Policy and are expected to always engage in ethical decision-making. Students enrolling in UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as

an educational institution (from the “Student Academic Misconduct Policy”, 7/10).

If the responsible instructor/designee believes academic misconduct has occurred at any level, he or she shall notify the Office of Student Conduct (from the Student Academic Misconduct Policy 7/10). An example of academic misconduct is plagiarism: “Using the words or ideas of another, from the Internet or any source, without proper citation of the sources” (from the “Student Academic Misconduct Policy”, 7/10). A copy of the Student Conduct Code and other related policies can be found on the Student Conduct website at <http://studentconduct.unlv.edu/conduct/student-conduct-code.html>.

Academic Success Center

Academic Success Center

Claude Howard Building

702-895-3177 / asc@unlv.edu

<http://academicsuccess.unlv.edu/>

The Academic Success Center (ASC) is a resource and service hub that partners with the UNLV campus community to welcome, guide, and support students throughout their academic careers. The ASC provides an array of research-based services and programs committed to retention, progression, and completion (partial listing):

- Providing tutoring and supplemental instruction for a variety of UNLV courses
- Providing Academic Success Coaching for students, which may address topics ranging from time management to student professionalism
- Offering Math Bridge Programs
- Academic advising for Exploring Majors, non-degree seeking students, adult learners, Early Studies students, and prospective UNLV students
- Assisting students with major and career exploration
- Offering First-Year Seminars (COLA 100E) and Second-Year Seminars (ENG 231E) geared toward Exploring Majors through a partnership with the College of Liberal Arts
- Providing academic services for Student-Athletes
- Offering scholarship programs to qualified students
- Educating undergraduates about university policies and procedures
- Offering student employment opportunities including graduate assistantships

Academic Success Coaching – The Coaching Spot

Student Services Center / SSC A254

Phone: 702-895-3177 / E-Mail: asc@unlv.edu

<http://academicsuccess.unlv.edu/>

Academic Success Coaches provide individualized assistance to students to build academic strengths in a variety of different areas. Students receive help negotiating the transitions between high school and college life. Coaches help students to learn better means of studying, note taking, goal setting, managing time, and establishing rapport with professors and academic advisors. In addition, coaches can help students make connections to other resources on campus that will assist the students in productive life skills.

Access Request/Key Shop

To request keys or for more information about keys, marlok cards, and proximity cards, visit <http://keymanagement.facilities.unlv.edu/accesslevel/>.

To view the UNLV Key Control Policy, go to

http://facilities.unlv.edu/workcontrol/UNLV_Campus_Key_Policy.pdf.

Accreditation, Northwest Commission on Colleges & Universities

Office of the Executive Vice President and Provost

Flora Dungan Humanities Building (FDH), Room

747 702-895-3301 / <http://provost.unlv.edu/nwccu/>

The University of Nevada, Las Vegas is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact: Northwest Commission on Colleges and Universities

8060 165th Avenue N.E., Suite 100

Redmond, WA 98052

(425) 558-4224

www.nwccu.org

Regional accreditation is a voluntary, non-governmental, catalytic process of analytic self reflection and peer review that assures educational quality and encourages purposeful improvement through evaluations based on institutional mission, accepted standards of quality, and expectations of the public. Regional accreditation applies to the institution as a whole; not units or individual educational programs. Accredited institutions are expected to:

- Engage in ongoing planning that leads to accomplishment of identified outcomes;
- Evaluate how and how well outcomes are achieved; and
- Use assessment results for improvement.

The NWCCU has a 7-year program of accreditation in the institutions it accredits and current information on UNLV's progress is available at: <http://provost.unlv.edu/nwccu/>.

Numerous programs at UNLV have discipline accreditations such as the William S. Boyd School of Law, the School of Dental Medicine, several programs in the Howard R. Hughes College of Engineering and the School of Architecture, plus others. A complete list of program accreditations is available at: <http://provost.unlv.edu/vpaa/accreditation.html>.

Accounts Payable

Accounts Payable Department

Campus Services Building (CSB), Room 245

702-895-3822 / FAX 702-895-1519 / <http://accountspayable.unlv.edu/>

The Accounts Payable Department website contains many informative and useful links for university policies and procedures regarding the payment of vendors and independent contractors, non-travel reimbursements, and other related topics. The Accounts Payable Department also handles all employee travel reimbursements.

University of Nevada, Las Vegas

The Accounts Payable website has a variety of helpful resources such as:

- Forms, Resources, and Links
- Policies and Procedures
- Travel Program
- Training Workshops
- Frequently Asked Questions

ACE Account

The UNLV ACE account allows you to log in to various UNLV services and applications with just one username and one password. For more information, visit <https://oit.unlv.edu/accounts/ace>.

Alcohol Violation Response Policy

Office of Student Conduct

Central Desert Complex Bldg #1

702-985-2308 / FAX 702-895-2514

http://provost.unlv.edu/downloads/060518_Alcohol_Response_Policy_Student.pdf

UNLV has a commitment to its students, the campus community, as well as the local community to be proactive in its educational responsibilities which include responsible standards of behavior relative to alcoholic beverages. The Alcohol Violation Response Policy and Guidelines have been developed to provide guidance for the University of Nevada, Las Vegas' students, staff, and faculty regarding both proactive responses and possible outcomes / sanctions that may be used relative to students' consumption, distribution, possessions and / or sale of alcoholic beverages. All incidents involving alcohol use/misuse by students will be communicated to and coordinated through the Office of Student Conduct for UNLV.

Annual Leave

<http://www.unlv.edu/hr/benefits/leave/annual>

Annual leave for classified staff is based on the amount of years of service to the university. New employees are eligible to use leave after six months of full-time service. Part-time classified employees earn a prorated amount of annual leave based on full-time equivalent service.

Full-time classified employees earn annual leave at the following rates:

- Less than 10 years of service – 10 hours each month
- 10 to 14 years – 12 hours each month
- 15 years or more – 14 hours each month

Requesting Leave

Classified employees may request leave in minimum 15-minute increments

Excess Annual Leave

Classified employees who accrue annual leave in excess of 240 hours must use it on or before Jan. 1 or it will be forfeited. To avoid forfeiture, a request for permission to take annual leave must be submitted to your supervisor by Oct. 15. If your leave was requested before Oct. 15 and is denied, you will be paid for annual leave in excess of 240 hours.

Appeals and Other Undergraduate Student Issues

Faculty Senate Office

Flora Dungan Humanities Building (FDH), Room 220

702-895-3689 / FAX 702-895-3609 / <http://facultysenate.unlv.edu/students/petitions>

University of Nevada, Las Vegas

For information regarding student appeals and other issues, contact the Faculty Senate office and/or refer to the Faculty Senate website for information. This includes:

- Academic suspension/readmission after university suspension
- Admission denial / Alternative Admission criteria
- Administrative drop for classroom conduct
- Credit overloads, including summer school
- Financial aid – appeals, denial, employment, grants, loans, payments, registration, suspension
- Grade changes
- Grade grievances
- Undergraduate graduation appeals
- Registration adds, drops, changes
- Removal of failing grades, incompletes
- Residency credit waiver
- Withdrawal from classes
- Transfer credit / denial of

Ask Me Booth

Each semester, Office of Admissions, with the help of faculty, staff and students, rolls out the red carpet to welcome new and continuing students to campus.

UNLV needs over 200 faculty, staff and student volunteers for the Ask Me Campaign! Volunteers hand out campus maps, coupon booklets, planners and water, as well as answer general questions. Please consider volunteering two hours of your time to assist in an AskMe! booth. Emails are sent out via UNLV Official preceding each semester to all for volunteers.

Athletics

<http://www.unlvrebels.com/index-main.html>

For information about UNLV sporting events, teams and tickets, visit the website.

Audio / Visual / Media Services

Classroom Technology Services

Classroom Building Complex (CBC) Room B133

702-895-0771 / <http://oit.unlv.edu/classroom-technology/multimedia-services>

Classroom Technology Services maintains a limited inventory of Audio Visual Equipment available to faculty for check out to support classroom activities. Call 895-0771 at least 24 hours in advance and have the following information available: type of equipment needed, date(s) and time the equipment will be delivered and picked up, building and room number where the equipment is to be delivered, name, phone number and department of the person using the equipment.

Auditors

Campus Audit Department

COX C-219 / M/S 0026

702-895-3476 / FAX 702-895-1029 / <http://audit.unlv.edu/>

Campus Audit is here to help the university improve the overall operations of its departments / units by improving our internal controls. The website includes information related to what the Nevada System of Higher Education (NSHE) auditors look for when they visit; a list of common mistakes found when they review procurement card records, a list of NSHE audits, helpful hints for controlling cash in your unit,

Classified Staff Reference Guide 2015-16
and self-assessment checklists (asses your unit's compliance with UNLV policies and procedures).

Awards and Recognition – Classified Staff

<https://www.unlv.edu/cscouncil>

Classified staff are eligible for employee of the month award and employee of the year award based on the information outlined below.

Employee of the Month

<https://www.unlv.edu/cscouncil/eotm>

The Classified Staff Council coordinates this monthly award program that recognizes high-performing classified staff employees. Classified employees can be nominated by peers or supervisors to be recognized and awarded for their contributions that go above and beyond expectations.

Qualifications for nominees include:

- Classified employee at UNLV (either full time, part time or intermittent status)
- Must have been employed at UNLV for at least 90 days
- Must not have won the award within the most previous 12 months

Nomination form and detailed instructions can be found online at

<https://www.unlv.edu/cscouncil/eotm>.

Employee of the Year

Employee of the Year awards are given annually in June at the Classified Staff Awards Ceremony Luncheon (1st, 2nd & 3rd place and Rookie of the Year). Details about nominating an employee for Employee of the Year are sent out campus-wide in April each year.

Employee of the Year Award Eligibility Requirements:

- Employed at UNLV at time of nomination.
- Completed 5 years of continuous UNLV Classified employment (from most recent hire date) at .53 FTE or greater.
- 5 years of continuous classified employment must be completed by December 31st of calendar year prior to June Awards Ceremony.
- Has not won the award in the past 5 years.

NOMINEES WILL BE SCORED ON THE FOLLOWING:

Concern for the University and/or Department

Job Performance

Attitude

Other attributes as detailed by nominator

Rookie of the Year Award Eligibility Requirements:

- Employed at UNLV at time of nomination.
- Completed 1 year of continuous UNLV Classified employment (from most recent hire date) at .53 FTE or greater.
- 1 year of continuous classified employment must be completed by December 31st of previous calendar year
- Has not previously won the award.

NOMINEES WILL BE SCORED ON THE FOLLOWING:

Concern for the University and/or Department

Job Performance

Attitude

Other attributes as detailed by nominator

Barrick Lecture Series

<https://www.unlv.edu/pac/barrick>

Thanks to the generosity of series founder, philanthropist Marjorie Barrick, UNLV is proud to host the premiere speakers forum in Southern Nevada. Barrick Lectures are generally presented two to three times annually. Check the website for schedule.

Bookstore, UNLV

<http://unlv.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=19074>

Campus shop for textbooks, logo apparel & electronics plus dorm & school supplies.

Bringing Children to Class

Office of Student Conduct

Central Desert Complex Bldg#1

702-895-2308 / FAX 702-895-2514 / <http://studentconduct.unlv.edu/conduct/student-conduct-code.html>

The classroom occupants are at the discretion of the instructor (per UNLV general counsel). If you do not wish to permit students to bring their children to class, you may want to note it on your syllabus.

Although there is no policy prohibiting bringing children to class, it falls within the Student Conduct Code, Section Two, III. K and L relating to “disrupting” the classroom and/or university operations. See

<http://studentconduct.unlv.edu/conduct/student-conduct-code.html>.

Building / Classroom Security

UNLV Police Services

Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)

Claude I. Howard Public Safety Building (PSB, located on UNLV's Maryland Parkway campus)

Shadow Lane Campus (Building C)

702-895-3668 / FAX 702-895-3660 /

<http://police.unlv.edu/> 911 Emergency only / 311 Non-emergency calls

The mission of UNLV's department of Police Services is to ensure the safety and security of all individuals on campus and the protection of all university and personal property.

Calendars

a. Academic Calendar

Faculty Senate

Flora Dungan Humanities Building (FDH), Room 220

702-895-3689 / FAX 702-895-3609 / <http://facultysenate.unlv.edu/faculty/calendars>

Faculty members should particularly note the dates of annual events: Winter and Spring Commencement, campus-wide recognition events, and other events of interest. See

<http://www.unlv.edu/registrar/calendars>.

b. Events Calendar / Master Calendar of Events

University Communications

Richard Tam Alumni Center (TAC), Second Floor

702-895-3963 / FAX 702-895-1596 / <http://www.unlv.edu/calendar>

The UNLV Master Calendar welcomes submissions for confirmed events from university departments

University of Nevada, Las Vegas

and/or units and registered campus organizations. The Master Calendar can be accessed on the Master Calendar of Events website at <http://www.unlv.edu/calendar>.

NOTE: If you are teaching at other NSHE institutions or the UNLV School of Dental Medicine, UNLV William S. Boyd School of Law, and/or the University of Nevada School of Medicine, there is a possibility that the academic calendars will be different (i.e., date classes begin, breaks, final exams, etc.).

Campus Life

Campus Life Office

UNLV Student Union, Room 315

702-895-4074 / FAX 702-895-1609 / <http://studentaffairs.unlv.edu/units/campuslife/index.html>

The purpose of Campus Life is to provide a safe and welcoming environment that introduces students to life at the university, promotes engagement in the intellectual and social community, and fosters social responsibility. Campus Life helps students strike a balance between work and play by creating learning experiences outside of the classroom that foster leadership development, multicultural understanding, personal accountability, and teamwork. Students can lead and participate in campus traditions and events, service learning opportunities, intramural and recreational activities, and more.

Campus Life is part of the Division of Student Affairs and includes:

[Housing and Residential Life](#)

Residential Life provides engaging and challenging programming opportunities that are intentionally designed to promote student development. Living on campus gives students experience in independence while providing easier access to all of the campus programs and services.

[Campus Recreational Services](#)

From intramural sports to fitness classes and adventure trips, active students are a vibrant part of the UNLV community. Faculty/staff can purchase monthly memberships and enjoy recreation and exercise amenities within the Student Recreation and Wellness Center.

[Student Engagement and Diversity](#)

This office is intentionally designed to have a curricular and co-curricular emphasis on four core values – Leadership, Diversity, Involvement, and Service as well as a way to enhance students’ civic engagement in programmatic initiatives, via classroom curriculum and/or within the community. Functional areas include: Fraternity and Sorority Life, Student Organizations, Campus Activities, Multicultural Programs, Center for Social Justice, International Student Programs, Service Programs, Service Learning, and the Leadership and Civic Engagement Minor.

[Student Union and Event Services](#)

(SUES) provides meeting and event space for student organizations, university departments, and off-campus entities to hold events such as workshops, training sessions, speakers, banquets, sporting events and social gatherings. The Student Union is the hub of UNLV with conveniences and amenities for everyone, whether you need to grab a snack, hold a meeting, or just have some fun.

Campus Life Assessment

Student Union Room 315

702-895-2973 / FAX 702-895-1609 / <http://classessment.wordpress.com/>

Campus Life Assessment provides leadership for the comprehensive planning and assessment process of student co-curricular experiences. Assessments measure student needs, satisfaction, and learning outcomes related to co-curricular experiences. Each year’s annual report highlights service and

programmatic initiatives, key assessment results, three year trends, and recommendations.

Campus Life Assessment conducts multiple national benchmark studies each year. Longitudinal data exists for the National Survey of Student Engagement and the Student Satisfaction Inventory; each instrument is administered every three years.

Campus Safety and Security

UNLV Police Preparedness

Since the tragic events of September 11, 2001 and Virginia Polytechnic Institute on April 6, 2007, UNLV Police Officers have increased their armament, regularly undergone scheduled active shooter and disaster training, and have managed a program for notifying the campus whenever an immediate emergency or crime trend impacts the campus community through an emergency notification system (E.N.S.). This system serves as a "reverse 9-1-1" system in the event of an emergency on campus.

Members of the campus community who enroll in the system at

<http://www.unlv.edu/safety/ens>

can receive these warnings via text messaging on their cell phone, voice message on their landline telephone and/or e-mail on their computer. All student, faculty and staff e-mail accounts with UNLV are automatically enrolled in the system; however, Police Services strongly encourages all campus community members to also utilize the E.N.S. text messaging service. Texting delivers emergency messages more quickly than e-mail delivery systems. Individuals who are interested in adding additional contact e-mails and telephone numbers to the system or wish to update their current contact information will have to provide their UNLV e-mail address during their update sessions in order to demonstrate they are a member of the campus community.

In addition, police officers patrol the campus during weekends and off hours in a Homeland Security Detail to address security concerns on the campus. Finally, Police Services has developed an Emergency Operations Center (EOC). This EOC is activated in the event of a large-scale emergency in order to provide clear communication between university officials, emergency responders, and the community.

A. Contact numbers for Police Services are:

Emergency (from any on-campus land line telephone): **911**

Emergency (from a non-campus telephone): **702-895-3668**

Non-emergency (from any on-campus land line telephone): **311**

Non-emergency (from any non-campus telephone): **702-895-3668**

B. Emergency telephones on campus

123 highly visible emergency telephones are located around the campus mall, parking lots, and parking garages on all three UNLV campuses (Maryland Parkway, Paradise, and Shadow Lane) allowing the public to contact UNLV Police Services 24 hours a day, 7 days a week. These are direct-connect ADA approved telephone devices for use in case of emergency. Upon activation, officers are dispatched immediately while dispatchers speak with the caller and attempt to learn why the call box was activated.

C. Crime prevention programs

For Crime Prevention Tips, please see <http://police.unlv.edu/tips/>. UNLV Police Services believes it is more beneficial to prevent crime than to react after the occurrence. A primary method for accomplishing this goal is the department's comprehensive crime prevention strategy. This strategy is based on a multi-layered approach that includes proactive area patrol of the campus and crime prevention education and training. Modeled after the "community policing" concept, this strategy

allows Police Services officers to listen closely to the students, staff, and faculty of UNLV in order to provide services that fulfill their needs. To accomplish this goal, the department participates in all student, parent, faculty, and staff orientations to ensure that people are educated regarding the importance of looking out for each other as well as current security procedures and practices. Police Services also holds an annual Police Awareness Day, where civilian employees and police officers display department equipment, meet personally with members of the UNLV community, and educate those individuals about how to prevent themselves from becoming victims of crimes.

Police Services conducts gatherings for the UNLV community called “Rebel Roundtables” that offer an opportunity for students, staff, and faculty to voice concerns, ask questions, and become familiar with our police officers. Presentations regarding crime prevention and security procedures and practices are made at each “Rebel Roundtable” gathering whose specific topics are based on surveys completed by the public at previous “Rebel Roundtables.”

The UNLV Annual Campus Safety and Security Report, which fulfills the requirements of the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Act**, is now available to the campus community and the public. There are several ways to obtain a copy of this report: on the internet at <http://police.unlv.edu/policies/campus-report.html>, in hard copy form at the UNLV Department of Police Services, Police Headquarters Building (1325 Harmon Avenue near Maryland Parkway) and through the mail, free of charge, by calling the UNLV Department of Police Services Records Office at 702-895-4747. Annual Security Reports are issued yearly by October 1st.

Catalogs

Registrar's Office – Enrollment and Student Services

Student Services Complex A (SSC-A), Room 103

702-895-3443 / FAX 702-895-4987 / <http://www.unlv.edu/registrar>

UNLV catalogs can be viewed online at <http://www.unlv.edu/academics/catalogs>

Career Services (Student)

Student Services Complex (SSC-A), Room 201

702-895-3495 / FAX 702-895-4661 / <http://hirearebel.unlv.edu>

Career Services is designed to educate and assist undergraduate students, graduate students, and alumni in all majors with career development, professional development, and the job search process.

Programs and services are set up to enhance career planning and decision-making, career-related experiences prior to and after graduation, and professional opportunities upon or after graduation. Career Services facilitates a variety of employer events and educational activities.

Key programs and services include:

- Career counseling and personality and interest assessments available by appointment
- Resume and cover letter reviews available by appointment
- A comprehensive Career Handbook
- Hire A Rebel CareerLink - Online job and internship recruiting system (on-campus/off-campus jobs, internships, career positions)
- On-campus recruitment and interviewing by employers
- Mock interviewing & coaching
- Career Resource Center – computer lab, career publications
- Career Fair events, mixers, and employer panels
- Classroom and student group presentations
- Information on career outcomes of graduates, salaries, and job market demand

Faculty can integrate career and professional development into their classroom. Career Services staff can

assist in the classroom through presentations, employer events, and career resources. If there is a need for career-related material to complement a topic or if a faculty member anticipates missing a class session, Career Services may provide a guest speaker to fill in. There are a number of presentations from resume and cover letter development to networking and/or preparing for graduate school. If you are a faculty advisor for a student organization, keep in mind that you can utilize Career Services for meetings and events. Contact their offices to discuss these options.

Cart Safety

Risk Management

<http://rms.unlv.edu/occupational/cart/>

The Cart Safety Program is a campus-wide safety initiative designed to inform all cart drivers of the responsibilities and safe operation of utility vehicles. As part of the Cart Safety Program, each employee who may drive a cart needs to be trained. New employees receive this training during initial safety training. Other employees and students need to arrange training with Safety Training Officer Bill Murray.

Cell Phone Disposal

For information regarding how to properly dispose of a wireless device please visit the telecom web page at: http://telecom.unlv.edu/cell_disposal.

Class Concierge

Dr. Gayle Junea-Butler, Assistant Vice Provost for Retention, Progression, and Completion

Office of the Vice Provost for Academic Affairs

Direct Line 702-895-5951 / Main Office 702-895-1267

Fax 702-895-3670 / FDH 733 / Mailstop 1099

gayle.juneau@unlv.edu / <http://advising.unlv.edu>

The UNLV class concierge assists students with processes regarding enrollment, course scheduling and graduation. Specifically, this position is designed to troubleshoot and document situations in which students need special assistance to continue taking classes and progress toward graduation. In addition, the class concierge will assist UNLV transfer students with various impediments related to course scheduling and related difficulties that prevent forward academic movement at the university.

The class concierge has developed relationships with directors of college academic advising centers and associate deans to build models of resolution. Student issues and resolutions will be tracked in a central database for the purpose of identifying themes related to problems with course scheduling and other impediments that negatively affect the experiences of transfer students. Each year a summative report will be submitted to the Provost and university community so that any institutional planning may include information about correcting the problems that interfere with retention and graduation of UNLV students. Learn more about the class concierge at: <http://classconciierge.unlv.edu/>.

Class Schedules

Office of the Registrar

Student Services Complex-Building A (SSC-A), Room 103

702-895-3443 / FAX 702-895-4987 / <http://www.unlv.edu/registrar/calendars>

Class schedules are available in MyUNLV and academic calendars are available here <http://www.unlv.edu/registrar/calendars>.

Classified Staff Development Fund

<https://www.unlv.edu/cscouncil/professional-development>

Established by the UNLV Foundation in December 1995, this award is exclusively for UNLV classified staff (50 percent FTE or more) and is comprised of donations from employees who want to provide professional and/or work-related developmental opportunities for their campus colleagues.

The Classified Staff Development Fund provides reimbursements so classified staff are able to participate in professional development opportunities that would otherwise be out of reach. The funds are awarded annually at the Classified Staff Awards Banquet for such things as noncredit courses, CEUs for licenses, seminars, and memberships and dues for work-related professional organizations.

Up to six applicants will receive awards each year. Awardees will be reimbursed at 100 percent of total receipts up to a maximum of \$150.

Please visit the website to complete an application to apply for reimbursement.

Classroom Accident / Injury

Risk Management & Safety

CSB / 702-895-4226 / FAX 702-895-4690 / <http://rms.unlv.edu/>

If an incident occurs on campus requiring medical attention please call “911” immediately and then the UNLV Risk Management and Safety Department at 895-4226.

If an employee (Faculty, staff, student worker or volunteer) was injured, a Notice of Injury or Occupational Disease C1 form must be completed. The form can be downloaded:

<http://dirweb.state.nv.us/Forms/c-1.pdf>

If a student or visitor is injured an Incident Report must be completed and can be found here:

<http://rms.unlv.edu/insurance-and-claims/insurance/>.

Classroom Capacity

Each classroom has a capacity that allows for a certain number of tables and chairs and is governed by life safety code requirements. The tables and chairs supplied in each classroom were selected because they allow faculty to arrange the room to meet the needs of their students. Oftentimes they can be arranged in different configurations to support different teaching styles and/or projects. If there is a problem with a classroom assignment and you would like to see if another space is available, please check with your department for the process to request this change.

NOTE: Please do not move furniture between classrooms due to compliance with the life safety code.

Classroom Guidelines

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/vpaa/>

A faculty member may determine, per UNLV General Counsel, what is and is not acceptable behavior in the classroom e.g., late arrival, use of electronic devices, visitors. Classroom occupants are at the discretion of the instructor. The faculty member should clearly communicate expectations.

Classroom Procedures – Faculty members are expected to:

- Hold class meetings that are consistent with the course schedule. When faculty members must miss an occasional class (e.g., for professional meetings, due to sickness, or for the observance of a religious holiday), they are expected to reschedule that class meeting or to arrange for a replacement, or provide alternative instruction or assignments (see complete *Missed Classes* policy and procedures at: <http://www.unlv.edu/policies>, Executive Vice President and Provost section;
- Maintain a predictable number of office hours which shall be posted and the faculty shall be available to students, colleagues, and others;

- Evaluate academic performance fairly;
- Counsel students;
- Carry through with their workload commitment in accordance with UNLV, college/school, and department/unit bylaws. Faculty members should have prior approval from their supervisor before missing/rescheduling classes and/or missing other scheduled duties, with the exception of emergencies (see complete *Missed Classes* policy and procedures at:;
- Continue their professional development; and
- Meet their obligations to the university community.

Classroom Issues

Office of Student Conduct

Central Desert Complex Bldg#1

702-895-2308 / FAX 702-895-2514 / <http://studentconduct.unlv.edu/conduct/student-conduct-code.html>

The Office of Student Conduct exists to assist the campus community in addressing conflicts or alleged violations of the UNLV Student Conduct Code and Policies. The resources available through The Office of Student Conduct can help you with a myriad of student behaviors, including but not limited to:

- Academic Dishonesty
- Disruptive / threatening behavior
- Alcohol / controlled substance issues
- Harassment, including sexual harassment
- Destruction / misuse of property, and
- Any act that is in violation of federal, state or local law.

Classroom Safety

Risk Management & Safety

CSB / 702-895-4226 / FAX 702-895-4690 / <http://rms.unlv.edu/>

UNLV Risk Management has a 20-minute online video called *Shots Fired*, which teaches survival techniques in a situation where there is an active shooter. The video can be found at:

<http://rms.unlv.edu/training/videos/shotsfired.php>.

Commencement

Office of the President

Flora Dungan Humanities Building (FDH), Room 756

702-895-3202 / FAX 702-895-1088 / <http://www.unlv.edu/commencement>

Please refer to the commencement website for information regarding UNLV's Winter and Spring commencement ceremonies. Commencements are held at the Thomas & Mack Center. Graduates and faculty should report one hour prior to the ceremony for line-up. Ample parking is available outside the Thomas & Mack Center. Seating is on a first-come, first-served basis. The length of the ceremony is approximately two and a half hours.

Faculty may custom order rental regalia or rent standard UNLV Faculty regalia from the UNLV Bookstore. **NOTE:** Faculty members should note that their attendance is expected at Winter commencement in December and Spring commencement in May.

Communications Tools

The website related to UNLV Publications and media is <http://news.unlv.edu>

A. **UNLV News Center:** <http://news.unlv.edu/>

The UNLV News Center is a service of University Communications. It brings together news and University of Nevada, Las Vegas

features from a number of UNLV sources centrally and from across campus and supplies content used in many of the university's print publications, news releases and e-newsletters.

B. Faculty and Staff Publications

The Faculty/Staff webpage, located at www.unlv.edu/facultystaff, includes information and resource links specifically for UNLV employees.

UNLV Today

UNLV Today is a daily e-newsletter that delivers information to UNLV faculty and staff via their campus email accounts. Information includes upcoming events, training, benefit changes, organizational changes, and more. To read, submit, or subscribe, visit <http://news.unlv.edu/unlvtoday>.

Accomplishments

A monthly listing of faculty, staff, and student accomplishments, including appointments, publications, awards, and presentations. To submit your accomplishment, visit <http://news.unlv.edu/accomplishments>

C. Other Publications

UNLV Magazine – is published two times a year for alumni and university supporters by UNLV's University Communications office. Its website is <http://magazine.unlv.edu>

Innovation - is the research magazine of UNLV. Published by the Office of Research and Economic Development, Innovation provides enhanced coverage of UNLV research, scholarship, and creative activity to various constituencies, including peer institutions. Its website is <http://www.unlv.edu/research/innovation>

D. Social Media

The university has a number of social media accounts. For a directory of accounts, policies, or to have your units accounts listed, visit <http://www.unlv.edu/directories/socialmedia>.

Primary Accounts:

- Facebook: <https://www.facebook.com/OfficialUNLV>
- Twitter: <https://twitter.com/unlvnews>
- Instagram: <https://instagram.com/unlv/>
- YouTube: <http://www.youtube.com/unlv>

E. Speakers & Experts Directory

The **Speakers and Experts Directory** connects community organizations and journalists with the engaging speakers and subject experts among our faculty and staff. To be listed in the directory, visit <http://news.unlv.edu/experts>

Compensation in Excess of Base Salary Policy

Office of the Vice Provost for Academic Resources

Flora Dungan Humanities Building (FDH), Room 415

702-895-0404 / FAX 702-895-3083 <http://www.unlv.edu/provost/academic-resources>

Administrators, faculty, and professional support personnel under full-time employment contract to UNLV are accountable to the university for 100 percent of the duties associated with their basic appointments. Full compensation for the performance of all regular duties is stipulated in the professional employee's basic appointment contract. Compensation over and above the employee's stipulated salary for a given base salary period, from university-administered funds, is not allowed for performance of regularly contracted duties.

In certain situations, however, compensation in excess of the base salary from university-administered funds may be justified. UNLV's policy on extra-contractual/supplementary compensation defines such compensation as it relates to various personnel and situations, and it establishes the review criteria and

procedures for the payment of such compensation. The full text of the policy may be found on the Division of Research and Graduate Studies website at <http://www.unlv.edu/research/policies>.

Computer Surplus

<https://oit.unlv.edu/software-and-computers/computer-surplus>

The Office of Information Technology (OIT) will handle the transfer of computers into surplus to ensure that the device is disposed of properly and all sensitive data is removed.

Computing Resources / Policies

Office of Information Technology (OIT)

Herman Westfall Building (HWB)

702-895-1886 / FAX 702-895-1847 / <http://oit.unlv.edu>

The mission of the Office of Information Technology (OIT) is to support and enhance teaching, research, scholarly and creative production, and administration through the effective management and use of information technology resources. OIT also provides leadership in helping faculty, students, and staff use innovative technologies that result in genuine benefits to UNLV. OIT provides Email and course management services and support, faculty websites, classroom technology, audio-visual equipment, wired and wireless network services, database and server support, and general computing support for the campus. For a complete list of services, visit the OIT website. OIT encourages individuals to contact them through the IT Help Desk at 895-0777 or at ithelp@unlv.edu.

a. IT Help Desk

Student Union, Room 231 or Carol C. Harter Classroom Building Complex (CBC), Room B113

702-895-0777 / ithelp@unlv.edu / <http://oit.unlv.edu/help/it-help-desk>

The IT Help Desk supports technology needs for UNLV employees and students. The IT Help Desk also coordinates technology needs with the appropriate OIT unit when necessary. Contact the help desk via a phone call, email, or through the online help request form. Services include:

Desktop and laptop computing support • Software assistance, including Lotus Notes, WebCampus and Rebelmail • New computer orders • Faculty websites • Network assistance • Mobile devices • MyUNLV password reset/browser issues • Software training • Mainframe access • Wireless • Installing antivirus software • General computing help.

b. AV/Classroom Technology Services

Carol C. Harter Classroom Building Complex (CBC), Room B133, 702-895-0771

<http://oit.unlv.edu/classroom-technology/multimedia-services>

Classroom Technology Services maintains a limited inventory of Audio Visual Equipment available to faculty for check out to support classroom activities. Call 895-0771 at least 24 hours in advance and have the following information available: type of equipment needed, date(s) and time the equipment will be delivered and picked up, building and room number where the equipment is to be delivered, name, phone number and department of the person using the equipment.

c. Technology Enhanced Classrooms (TECs)

<http://oit.unlv.edu/tecs>

Technology-Enhanced Classrooms (TECs) are spaces where basic technology is permanently installed in a lectern for use by the faculty or students during instruction. At a minimum, all TECs include a multimedia projector, built-in PC computer, document camera, VCR/DVD, and network access. Each TEC has cables that allow you to connect your laptop to the audio-visual system.

i. Access to TEC Rooms

A Marlok card is needed to access TEC rooms. If you are locked out of a room during regular business hours, contact your department / unit or facilities 702-895-4357). After business hours, call the UNLV

Police Services dispatch office at 702-895-3668, press 2 at the menu option) and be sure to have proof that you are teaching and need access to the room.

ii. **Support and Training for a TEC**

For assistance with using a TEC, or for training, call 702-895-0771. OIT provides assistance over the phone and, if necessary, sends a technician to your classroom.

d. **Information Technology Coordination Committee (ITCC)**

University computing and related policies are developed, maintained, and modified by the Information Technology Coordination Committee (ITCC). Visit <http://oit.unlv.edu/about-oit/policies> for details about computing policies. Failure to comply with the regulations developed by ITCC and each college, school, department, and/or other governing unit may result in disciplinary action under the NSHE Code, or civil or criminal action under the Nevada Revised Statutes or federal law.

e. **Data Center**

895-0749 / oc@unlv.edu / <http://oit.unlv.edu/network-and-security/data-centers>

Save money, time and effort by hosting your server in an OIT data center. OIT data centers offer:
Dedicated cooling for servers • Monitored and redundant power • Advanced networking and firewall services • Monitoring and notification services • Easy access to your server • No charge currently. Call 702-895-0749 to schedule a tour.

Conflict of Interest

Office of the Vice President for Research and Economic Development

Flora Dungan Humanities 309

702-895-0946 / www.unlv.edu/research

UNLV encourages and supports community and outside interactions of its faculty and staff. Real or perceived conflicts of interest become a concern because they can cause the public's confidence in the integrity of research activities and the institution to be questioned.

UNLV must comply with federal, state, and NSHE regulations related to conflicts of interest and compensated outside services. Based on these requirements, all faculty and professional staff must identify all potential conflicts of interest and all compensated outside service through annual submission of a completed disclosure form. They must also submit an Outside Activity Request Form and obtain supervisor approval prior to either participating in any new activity that may lead to a conflict of interest, or agreeing to perform any new compensated outside service. Individuals affiliated with the university through sponsored projects must disclose potential conflicts of interest prior to their participation in such projects. The policy can be found at www.unlv.edu/research/coi. Additional information on the disclosure and review process is available in the Conflict of Interest Rules and Procedures.

<http://www.unlv.edu/research/coi>

All conflicts of interest must be managed (through management plans, reduction, or elimination), and all employees must comply with NSHE policies regarding compensated outside services. UNLV must report conflicts of interest associated with sponsored projects to the relevant federal funding agencies, and both conflicts of interest and compensated outside services must be reported to the Board of Regents.

Copyright Policy and Fair Use Laws

Office of the Executive Vice President and Provost

Flora Dungan Humanities Building (FDH), Room

747

702-895-3301 / FAX 702-895-4054 / <http://www.unlv.edu/provost/copyright>

Although UNLV encourages its faculty and staff to engage in a wide variety of activities related to education, it respects the legal right to intellectual and creative property in all media. Such educational activities must therefore be performed within the bounds of copyright law. Faculty, staff and students that utilize walk-up copiers or take materials to off-campus vendors assume all responsibility and liability for copyright compliance.

Reprographics / Design Services has contracted with the Copyright Clearance Center for help in obtaining permission for course materials duplicated in Reprographics. Since most course packs are systematically duplicated from semester to semester and are sold commercially, they do not fall under fair use guidelines. Copyright clearance must be obtained from the publisher each semester. University policy does not permit educational materials to be sold directly by faculty members.

It is recommended that faculty include the following statement in their course syllabi:

The university requires all members of the university community to familiarize themselves and to follow copyright and fair use requirements. **You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of fair use laws.**

Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies.

Copy / Printing - Reprographics/Design Services

Reprographics Building (PRO)

702-895-3213 main number / 702-895-0948 copy center / FAX 702-895-4649 / <http://repro.unlv.edu>

Reprographics / Design Services is responsible for supporting the teaching and learning mission of UNLV by providing high quality and cost-effective design and printing services. On-site experts in printing have a keen awareness of emerging technologies combined with many years of higher education and printing industry experience.

The department website, <http://repro.unlv.edu>, currently serves more than 300 on-line clients who order business cards, stationery, stock forms, and basic copying from their office desktops. Faculty and staff also have access to a full-service copy center offering color and black and white prints, wide-format posters, lamination, and bindery services. Design Services offers campus clients estimates, assistance, and services in designing cost-effective print-ready publications that comply with postal regulations and UNLV standards and graphics.

Faculty can produce customized course packs through Academic Printing Services (APS), which coordinates copyright clearance. Currently, Reprographics / Design Services oversees the University Copier Program, which facilitates the leasing, installation, servicing, and billing for departmental office and public copiers. Guidelines for these programs are available on the website. The department keeps on the "technological edge" with the most up-to-date digital technologies, allowing it to provide leadership in such areas as variable data printing, standards & graphics, printing application development, copyright clearance for academic course packs, forms management, and design consulting.

Counseling – Faculty and Staff

a. Employee Assistance Program

The university provides an Employee Assistance Program through Human Resources. Employees are encouraged to access this referral service for assistance in dealing with personal or work related difficulties: Ceridian Lifeworks, (877) 234-5151, www.lifeworks.com, user name NSHE, password EAP. You may also view the information at <http://www.unlv.edu/hr/benefits/counseling> or contact the UNLV Benefits Office at (702) 895-3504 if you have questions or require additional information about the Employee Assistance Program.

b. Center For Individual, Couple, and Family Counseling

Greenspun College of Urban Affairs

Center for Individual, Couple and Family Counseling

McDermott Physical Education(MPE) Building A, 207

702-895-3106 / FAX 702-895-4797 / <http://www.unlv.edu/cicfc>

The Center for Individual, Couple, and Family Counseling at UNLV is a full service counseling center providing quality, low-cost counseling to residents of the Las Vegas community. The Center serves as a premier training facility for the Marriage and Family Therapy program at UNLV. Students working on graduate degrees in marriage and family therapy work with clients under the direct supervision of professionally qualified UNLV faculty members

Student Counseling and Psychological Services (CAPS)

Student Recreation and Wellness Center, 3rd floor

702-895-3627 / FAX 702-895-0149 / <http://www.unlv.edu/srwc/caps/about>

Pursuing a university education can be exciting and challenging. It can also be highly stressful since social and personal concerns can interfere with academic work and emotional well-being. Student Counseling & Psychological Services (CAPS) is committed to helping students benefit fully from their college experience at UNLV. Our psychologists, psychiatrist, and counselors specialize in dealing with the problems commonly experienced by college students of all ages and backgrounds. Our staff collaborates with students to increase their self-understanding and develop the skills necessary to overcome personal concerns and achieve their academic goals.

To access services, admitted UNLV students who have paid their current Health Fee can call or walk-in to schedule an initial appointment during our regular hours, Monday through Thursday, 8:00 am to 6 pm and Friday, 9 am to 5 pm. On-call counselors are available during open hours to meet with students who have urgent issues. All services are **strictly confidential and free of charge** including:

- Time-effective individual and group counseling
- Couples counseling (at least one member of the couple must be a currently enrolled UNLV student)
- Crisis assessment and intervention
- Medication evaluation and management
- Psychological assessment and testing
- Assessment and Treatment of eating disorders
- Consultation services for faculty, staff, and students
- Referrals to community services
- Assessment and treatment for alcohol and/or other drug misuse

The prevalence of alcohol and/or other drug (AOD) misuse (e.g., excessive use, underage drinking, illicit drugs) by college students are ubiquitous among college campuses and the adverse consequences associated with misuse are associated with the following: death from unintentional injuries and car accidents, sexual and physical assault, unsafe sex practices, academic problems, health problems, suicide, vandalism and property damage, involvement with the law, and substance abuse and dependence.

Course Evaluations / Teaching Evaluations - Students

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room

University of Nevada, Las Vegas

In order to evaluate the effectiveness of teaching at UNLV, faculty are required to administer course evaluations at the end of each semester. Teaching evaluations are a very important piece of assessment data and it is important that the reliability, validity, and legitimacy of these instruments be maintained. The Academic Council of Deans has adopted the following minimum standards for the administration of such course evaluations:

- Anonymity
- Objectivity
- Post-evaluation procedures

These standards are detailed in the *Minimum Standards for Teaching Evaluation by Students* policy. These minimum standards apply to all departments, schools, and/or units when administering student evaluations of teaching. To review the policy, please see <http://www.unlv.edu/policies>, Executive Vice President and Provost section, *Minimum Standards for Teaching Evaluation by Students*

Curriculum Development

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/vpaa/acadprop.html>

Faculty Senate Office

Flora Dungan Humanities Building (FDH), Room 220

702-895-3689 / FAX 702-895-3609 / <http://facultysenate.unlv.edu/committees/curriculum>

Graduate College

Flora Dungan Humanities Building (FDH), Room 304

702-895-3970 / FAX 702-895-4180 / <http://www.unlv.edu/graduatecollege/curriculum-committee>

• Courses

Development of the curriculum is the privilege and responsibility of the faculty. The processing of requests for new courses, changes to existing courses, or deletion of courses typically progress from a department or program to a college or school curriculum committee, and finally to the Faculty Senate Curriculum Committee for undergraduate or the Graduate College Curriculum Committee for graduate.

Forms for submitting **undergraduate** curricular changes or deletions are available online at <http://facultysenate.unlv.edu/committees/curriculum>.

Forms for submitting **graduate** curricular changes are available online at <http://www.unlv.edu/graduatecollege/curriculum-committee>

• New Academic Program, Degree, Major, or Primary Field of Study

Requests for a new academic program, degree, major, primary field of study or certificate are discussed with the dean of the college or school and upon approval, with the Vice Provost for Academic Affairs and Executive Vice President and Provost. If approved to move forward, a pre-proposal is completed and can be found at <http://provost.unlv.edu/vpaa/acadprop.html>.

Degrees (new), degree or department changes

Office of the Vice Provost for Academic

Affairs Flora Dungan Humanities (FDH),

Room 703 702-895-1267 /

<http://provost.unlv.edu/vpaa/>

UNLV has processes for the changing degrees and organizational units and proposing new degrees. The University of Nevada, Las Vegas

following actions are included:

- **Name change** for an academic program, major, or primary field of study
- **Organizational unit changes**, including new organizational units, a name change for a unit, a move of a unit, or the elimination of a unit
- **New degrees** start as a pre-proposal and if approved, a full proposal is developed
- **Program mode of delivery elimination**
- **Graduate degree actions**
- **Undergraduate program or degree hold or reactivation**
- **Differential fees request**
- **Certificates**

For specific information and forms, please visit <http://provost.unlv.edu/vpaa/acadprop.html>.

Delivery Services

Delivery Services has three main divisions; Central Receiving, Mail Center, and Inventory Control. Central Receiving will receive materials and equipment, inspect items received for quantity, quality, condition and any special specifications as indicated on the purchase order, and distribute the incoming packages. The Mail Center provides metered mail service for outgoing USPS mail and distribution of all incoming mail. Inventory Control is responsible for the accountability of all university Fixed Assets. For more information, please visit our web site at: <http://delivery.unlv.edu/>

A. **Inventory, University Property**

Campus Services Building (CSB) 201

702-895-0859 / FAX 702-895-1449 / <http://delivery.unlv.edu/inventorycontrol>

Department administrators are responsible for maintaining an accurate departmental property inventory and are expected to reconcile the property inventory with listed property control records each year. Equipment that is subject to be tracked per Board of Regents policy is equipment with an original acquisition cost of \$5,000. The following items must also be inventoried by the institution, regardless of acquisition cost.

1. Firearms
2. Computers: i.e. desktop, servers, laptop

Please contact the Inventory Control Office for assistance in reconciling your records or visit the web at <http://delivery.unlv.edu/inventorycontrol> to request a barcode. Complete the request for bar code form at: <http://apps.telecom.unlv.edu/DeliveryWebForms/Barcoding>.

B. **Delivery Services**

Campus Services Building (CSB) 201

702-895-1447 / FAX 702-895-1449 / <http://delivery.unlv.edu/mailcenter>

The UNLV Mail Center is responsible for providing the university with prompt cost-effective, efficient internal mail delivery, as well as processing for out-going campus mail. The Mail Center also provides the general campus population with convenient U.S. Postal Services. The primary responsibility of the Mail Center is to pick up and distribute campus mail between various locations throughout the university, to receive and distribute incoming U.S. mail, and to deliver prepared outgoing U.S. mail to the United States Post Office.

UNLV Mail Center does not handle personal mail for faculty, staff or students. A full-service U.S. Post Office is located at 4632 S. Maryland Parkway, Suite 10, across from the UNLV campus.

For stamped, outgoing mail, there are several outgoing U.S. mail boxes located on campus. They

are:

- in front of Flora Dungan Humanities building facing Maryland Parkway
- in front of Herman Westfall Business Services building on Harmon Avenue
- next to Ham Hall box office

For your convenience, stamps may be purchased in the Student Union at the Pitney Bowes Kiosk.

To have mail addressed to your campus / office address, it must include your four-digit UNLV mailstop. For example:

Your Name

UNLV Department/Office of XXXXXX (name of your department/office)

Box 45XXX (your four-digit UNLV mailstop)

4505 S. Maryland Parkway

Las Vegas NV 89154-XXXX (your four-digit UNLV mailstop)

C. **Surplus, University Property**

Thunder Warehouse

702-895-5384 / FAX 702-895-2922 / <https://spo.sysapps.unlv.edu/>

Disposal of University equipment and property is coordinated through the Surplus Property Office. Unauthorized dispositions could have serious consequences for those who direct disposition or take such equipment and/or property. To process property for disposal, an Archibus Surplus Equipment Move Request must be completed. The Surplus Equipment Move request form can be located on-line via the Space Management's Archibus Web Central webpage at:

<https://archibus.unlv.edu/archibus/login.axvw>.

For disposition of Federally funded equipment to other institutions and specific compliance requirements please call 702-895-0859 for further information.

A campus viewing is available on the 2nd and 4th Tuesdays of the month from 2:00 to 4:00 and personal sales are conducted on the 2nd and 4th Thursday from 1:30 to 4:00. To view items online, go to <https://spo.sysapps.unlv.edu/>

Dining / Eating and Catering on Campus

UNLV Dining Services

702-895-3858 / <http://www.campusdish.com/en-US/CSW/UNLV>

UNLV offers many dining options on campus. For more locations, hours, and staff/faculty meal plans, please refer to UNLV Dining's website at <http://www.campusdish.com/en-US/CSW/UNLV>. Catering is also available for campus functions, meetings, and events. You can place your order online at www.unlv.catertrax.com or call 702-895-2650. Don't see what you want? Just ask!

Direct Deposit

Payroll direct deposit information and sign-up is available at:

http://payroll.unlv.edu/forms/direct_deposit.html.

Directory (Campus)

The campus directory is available online at <http://go.unlv.edu/directories>. Employee UNLV contact information (UNLV building, room number, and mailstop; UNLV phone number; UNLV email) is updated and entered on Archibus Web Central by the department in which the employees resides. The system interfaces with the Human Resources Management System and updates daily. To update your UNLV contact information, contact your unit's administrative assistant or leadership.

Disability Resource Center (DRC)

Reynolds Student Services Complex, building A. Room 143

702-895-0866 / FAX 702-895-0651 / <http://drc.unlv.edu>

The Disability Resource Center (DRC) insures equal access in all services to students with documented disabilities while advocating for the design of accessible environments. The DRC is the official office to review and house on going disability documentation for students, and to offer them an official Academic Accommodation Plan to present to the faculty if an accommodation is warranted. It is the student's responsibility to complete a onetime application for services, provide appropriate documentation and to request approved accommodations each semester per class. Students registered at the DRC are empowered by the act of submitting the accommodation plan to each faculty member. This exchange allows for students to exercise self-advocacy and the right of self-determination in the choice of when accommodations may be required. Faculty members should know that accommodations are not retroactive and students must supply an official academic accommodation plan in order for approved accommodations to be affective. The DRC invites faculty members to take an active role in reviewing the recommended accommodations placed on an academic accommodation plan and schedule to meet with a Disability Specialist and student when accommodations may affect the essential outcome of a course. We look forward to working with faculty and staff in creating accessible learning environments for all persons experiencing different abilities.

Discounts Available

Several campus entities offer discounts to employees, such as the bookstore, advance purchase Rebel game tickets, the [UNLV Performing Arts Center](#) and the [Nevada Conservatory Theatre](#).

Vendor Discounts

<https://www.unlv.edu/rebelcard/discounts>

Several vendors offer a discount when you show your RebelCard. Visit the website for a list of participating vendors.

Auto, Home Insurance

UNLV offers discounted auto and home insurance through Liberty Mutual Insurance Company. In addition to auto and home coverage, Liberty Mutual also offers Renter's insurance, condo coverage, motorcycle, umbrella, and boat coverage. Payroll deduction is available with no down payment.

For rate quotes and coverage evaluation contact:

Shayne A. Ward

Phone: 702-736-8611 Ext. 58076

AT&T

- 15% off qualified monthly plans
- Waived upgrade fees
- Waived activation fees
- \$50 credit on new activations*

Already a customer? Enroll for your discount at: www.att.com/wireless/unlv

FAN code: 2489606

Questions on benefit programs? Contact terra.longhurst@att.com or marco.rivas@att.com

Diversity and Inclusion

University of Nevada, Las Vegas

Office of Diversity Initiatives and Government Affairs

Flora Dungan Humanities (FDH), 552

702-895-5580 / FAX: 702-895-5977 / <http://www.unlv.edu/diversityinitiatives>

The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: *to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment*. ODI will accomplish this by facilitating policy creation and compliance; supporting strategies that enhance professional development, mentoring, recruitment and retention; as well as working in collaboration with campus and community partners to foster and encourage cultural competency.

Current endeavors include:

- Lectures, seminars and workshops on diverse populations, cultural competencies and professional development skills
- Support for individuals and organizations to present at conferences
- Pre-collegiate summer program partnerships with Clark County School District schools and community based organizations
- Diversity and MSI presentations for classroom instruction, faculty development and national conferences
- Connections and collaboration with student, professional and social organizations at UNLV and in the local community
- Educational programming and services in support of Department of Education – Minority Serving Institution designation that include Title III and Title V
- Collaboration and programmatic support for institutional and faculty grant opportunities as they relate to Diversity and MSI initiatives

For more information on how the ODI can serve you, please visit our web site,

<http://www.unlv.edu/diversityinitiatives>, or stop by and see us!

Donna Beam Fine Arts Gallery

<https://www.unlv.edu/donnabeamgallery>

The mission of the Donna Beam Gallery is to encourage the understanding, appreciation and making of visual art through exhibitions and accompanying programs for the university community, residents of southern Nevada and visitors to the city alike.

Early Alert (from Faculty to Academic Success Center)

Academic Success Center

Claude Howard Building

702-895-3177 / E-Mail: asc@unlv.edu

<http://www.unlv.edu/asc>

Faculty often come across students whose academic performance causes concern Faculty can click on the Alert Tab on their MyUNLV account to fill out form and staff from the ASC will make contact with the student and provide an appropriate course of action to help the student succeed. By working together we can best support our students and help them persist and thrive. Please encourage all faculty, PTI's and TA's in your area to use this service.

Educational Outreach

Division of Educational Outreach

Physical Address: 851 E. Tropicana, Las Vegas, NV 89119

Mailing Address: 4505 S. Maryland Parkway, Box 451019, Las Vegas. NV 89154-1019

University of Nevada, Las Vegas

Phone 702-895-3394 / Fax 702-895-4195 / <http://edoutreach.unlv.edu/>

Email: edoutreach@unlv.edu

UNLV's Division of Educational Outreach (DEO), a unit of the Office of the Executive Vice President and Provost, is an integral part of the university's education, research and service mission. DEO works with the deans and faculty of UNLV's academic colleges and schools to help shape educational outreach to government, business, and the community in general and serves as one of the university's points of access for non-traditional students.

The Division has as its core mission to extend UNLV's educational resources in support of and partnership with the community, state, region and beyond in an effort to serve learner needs and interests through innovative courses and comprehensive programs and services. DEO offers a number of learning opportunities -- from working toward an online degree or professional certificate to learning a new language or traveling. The Division serves more than 60,000 students annually, with its focus being adult, senior and part-time students; military personnel; government employees; and learners who are unable to attend traditional campus-based credit courses and programs.

Units that are part of the DEO include Cannon Survey Center, Community2Campus, Continuing Education, Osher Lifelong Learning Institute (OLLI at UNLV), Public Lands Institute, and Summer Term. The division's main offices, housing Continuing Education, Community2Campus, Cannon Survey Center, and OLLI at UNLV, are located on the UNLV Paradise Campus at the corner of Swenson and Tropicana, directly across from the Thomas and Mack Center. Summer Term and the Public Lands Institute are located on the main campus.

Emergency Protocols

UNLV Police Services

Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)

Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway Campus

Shadow Lane Campus (Building C)

702-895-3668 / FAX 702-895-3660 /

<http://police.unlv.edu/> 911 Emergency only / 311 Non-emergency calls

In the event of an emergency, staff, faculty, and students have a quick and efficient means for communicating with the UNLV Department of Police Services. By dialing "911" on any campus land line telephone you will be put in contact with the UNLV Police Communications Dispatch Center on campus. It should be noted that anyone dialing "911" from a cell phone on campus will be connected directly with the Las Vegas Metropolitan Police Department, and their police dispatchers will connect these calls with the UNLV Police. The "911" number should only be used in the case of an immediate emergency or crime in progress. All other calls for non-emergency police assistance should be made by dialing "311" or 895- 3668.

Employee Computer Purchases

<https://oit.unlv.edu/software-and-computers/employee-computer-purchases>

If you are purchasing the computer for personal use, our partner vendors provide discounts for personal purchases as well. Use these links to take advantage of educational pricing.

Employment Contracts (EDOCS)

*Human Resources**Campus Services Building (CSB), Room 237*

895-3504 / FAX 895-1545 /

<http://hr.unlv.edu/>*Office of Academic Resources*FDH 414, 895-0404, fax 895-3083, <http://www.unlv.edu/provost/academic-resources>

Faculty members are employed under one of two kinds of contracts commonly referred to as “A” or “B” contracts. An “A” contract covers 12-month employment and a “B” contract covers 10-month employment and is the type of contract under which most academic faculty members are typically employed. The service dates of the “B” contract are set annually by the administration. All “A” and “B” contracts are considered annual contracts for the purpose of benefits eligibility. Faculty on “A” or “B” contracts are eligible to participate in the retirement program on the effective date of their employment contract and to receive health insurance benefits on the first day of the first full month of the contract. An “A” or “B” contract is issued for employment that is 50 percent full-time equivalent (FTE) or more for a duration of 90 days or more, and that meets the definition of faculty as defined in the NSHE Code Title 4, Ch. 3.

- “A” contracts are normally reserved for personnel engaged in year-round programs, and faculty and professional staff on “A” contracts are obligated for assigned duties throughout the year except for official state holidays. “A” contract faculty may take annual leave when desired so long as it does not conflict with normally assigned or specially required duties of the unit and prior approval is obtained.
- The “B” contract is the basic contract for teaching faculty, and is for service during the academic year. Faculty on “B” contracts are entitled to regular state and federal holidays and student breaks in conformity with the adopted university calendar. This faculty may accept supplemental appointments for university services for periods of time not included in their “B” contract following university policies and guidelines.
- LOA / LOB contracts are used for part-time instructors and other temporary employment opportunities.

English As a Second Language*English Language Center (ELC) Central**Desert Complex (CDC) Bldg. 1*702-895-3925 / FAX 702-895-1264/ <http://elc.unlv.edu/about.html>

The English Language Center (ELC), part of the College of Liberal Arts, prepares non-native speaking students to use English effectively in academic, professional, and social situations. The ELC helps those students make a smooth transition from their English language courses to their academic studies within chosen degree programs at UNLV. In addition to a full schedule of credit classes, convenient schedules, and an advising program, the ELC offers students an opportunity to experience the language, culture and people of the United States.

In the ELC, students study in classes with other students at the same level of English proficiency determined by the placement test. This test provides information about a student’s proficiency in grammar, listening comprehension, reading and vocabulary, writing, and speaking. Following testing, students are interviewed and placed accordingly. In addition to English language courses, the ELC offers Freshman Composition (ENG 113 & ENG 114) designed specifically for international students. Students may use their TOEFL, MTELP, IELTS or ACT scores to qualify for those Freshman Composition courses.

EQUUS, Employee System

Employees can access payroll records, manage or initiate direct deposit, view employment records, enroll in supplemental retirement contributions, and update their home address through Employee Self Service or EQUUS, <http://www.unlv.edu/hr/employee-info/find-change>.

Evaluations, Academic Faculty and Administrative Faculty

Office of the Executive Vice President and Provost

Flora Dungan Humanities Building (FDH), Room 752

895-3301 / FAX 895-4054 /

<http://www.unlv.edu/policies>

Human Resources

Campus Services Building (CSB), Room 237

895-3504 / FAX 895-1545 /

<http://hr.unlv.edu/>

The Nevada System of Higher Education Board of Regents handbook calls for an annual evaluation of all faculty and professional staff. Further details regarding annual evaluation procedures may be found in the UNLV Bylaws. See Ch. 6, Ch. III, Policies and Procedures Relating to Faculty Rights and Duties at <http://facultysenate.unlv.edu/about/unlv-bylaws>.

Electronic file copies of the annual evaluation forms for tenured, tenure-track, and nontenure-track faculty are located at <http://www.unlv.edu/policies>, Executive Vice President and Provost section.

Professional staff evaluations are based on the Position Description Questionnaire (PDQ). Electronic file copies of the annual evaluation forms are located at <http://www.unlv.edu/hr/forms-alpha>, under P – Performance Evaluation Form.

Part-time instructors (PTIs) are not typically given an annual evaluation in the same way that full-time faculty are. PTIs are, however, evaluated through teaching evaluations and departmental/unit decisions to rehire or not. If a department/unit chooses to evaluate its PTIs, the annual evaluation form for nontenure-track faculty may be used for part-time instructors.

Evaluation Process – Classified Employees

<https://www.unlv.edu/hr/employee-info/eval-class>

Most classified staff performance evaluations are due on the anniversary of their hire date.

Your supervisor conducts your annual evaluation, using form NPD-15. During your evaluation, your supervisor most likely will compare your job performance with the information listed on your work performance standards (NPD-14).

Your work performance standards outline the scope of your job and your duties; you should be given a copy of your WPS when you are hired, so that you know what duties you are expected to fulfill in your position.

Before your review, it's a good idea to review this form to see what your responsibilities and job duties are and if you have met them.

Evaluation Tips

<https://www.unlv.edu/hr/employee-info/eval-tips>

Evaluation Appeal Process – Classified Employees

If you are a classified and employee and you disagree with your evaluation, check “disagree” on your evaluation.

You may also check “disagree” and “request a review” within 10 days of your review. By checking those options, you are asking for another review by your manager's supervisor or the reviewing

officer. The reviewing officer will make a decision to either uphold the evaluation as it is or suggest changes be made to the evaluation.

If the reviewing officer suggests changes be made and you agree with the changes, the evaluation will be put in your personnel file. If you do not agree with the changes, you may file a grievance using form NPD-50-A.

Facilities Services

<http://facilities.unlv.edu/facsvcs/>

To provide well-maintained and clean facilities that support the learning process at UNLV. Visit the website for information about custodial services, painting services or to submit a work request.

Facility Problems, Reporting

To report problems in a facility, go to: <http://iservicedesk.unlv.edu/>.

Faculty and Staff Treatment Center (F.A.S.T. Center)

For UNLV faculty, staff, and dependents (age 5 years and older)

Student Health Center (SHC)

Student Recreation and Wellness Center

702-895-0630 / FAX 702-895-4316 / <http://www.unlv.edu/srwc/faculty-staff-services>

The Faculty and Staff Treatment (F.A.S.T.) Center provides a comprehensive array of health and wellness services on campus to UNLV faculty, staff, and dependents age 5 years and older. The F.A.S.T. Center is nationally accredited by the Accreditation Association for Ambulatory Health Care (AAAHC), having met over 200 standards for the provision of quality health care services. The Center is staffed by licensed physicians, nurse practitioners, registered nurses, medical assistants, and support personnel to provide health services to the campus on an outpatient basis for a small visit charge. Services are offered by appointment, and many same-day appointments are usually available.

Services offered by the F.A.S.T. Center include:

- Evaluation and treatment of various illnesses and injuries
- Wellness exams and screenings for men and women including physical exams and pap smears
- Repair of minor lacerations
- Immediate first aid and blood pressure checks
- Early detection, treatment and/or referral of chronic illnesses
- Immunizations and vaccinations
- Contraceptive evaluation and maintenance
- Pregnancy testing and referrals
- Acute management and referral for sexual assault and domestic violence
- Smoking cessation assistance
- Osteopathic Manipulation Therapy (OMT)
- Nutrition consultation and counseling with a Registered Dietitian
- On-site licensed, accredited clinical laboratory offering phlebotomy and a variety of lab tests with a practitioner's order from a F.A.S.T. Center or community practitioner
- On-site licensed pharmacy offering standard prescription and non-prescription medications. RXs are accepted from F.A.S.T. Center and community practitioners. The Pharmacy offers competitive prices and bills to PEBP insurance. There is no sales tax on over-the-counter medications and products sold.

Faculty Senate

Flora Dungan Humanities Building (FDH), Room 220

702-895-3689 / FAX 702-895-3609 / <http://facultysenate.unlv.edu/>

The UNLV Faculty Senate assists in achieving the mission of the university by representing the interests of the faculty and professional staff, governing all issues concerning faculty and professional staff, serving as a forum for discussion, making recommendations on appropriate issues to the administration, and defending academic freedom. The Faculty Senate is authorized to act on questions and issues brought before it by the faculty and professional staff of the colleges, schools, and other components of the university.

Items to be considered for Faculty Senate agendas must be submitted to the Faculty Senate office for review by the Executive Committee. Faculty Senate meetings are generally held monthly during the academic year and are open to the public. The meeting dates are posted on the Senate website. The meeting minutes are available on the website as well as being distributed to the senators from whom faculty and professional staff may also obtain copies.

Faculty Senate Standing Committees:

The following standing committees assist the Faculty Senate in performing its role in faculty governance. In addition, the Faculty Senate may form ad hoc committees as needed to investigate particular issues.

- Academic Freedom and Ethics Committee
- Academic Standards Committee
- Admissions Committee
- Campus Affairs Committee
- Curriculum Committee
- Faculty Development Leave Committee
- Fiscal Affairs Committee
- General Education Committee
- Grievance Committee
- Priority and New Program Review Committee
- Administrative Faculty Committee (*formerly Professional Staff Committee*)
- Program Review Committee
- Sabbatical Leave Committee
- Scholarship Committee
- Tenure and Promotion Committee
- University Bylaws Committee

Faculty Senate Petition Forms

<http://facultysenate.unlv.edu/students/petitions>

The Faculty Senate office handles undergraduate student appeals and grievances, and the Senate's committees set academic policy on admissions, curriculum, grading, and fulfillment of degree program requirements. Students who need to petition for waivers of academic requirements, grade grievances, reinstatement from university suspension, and withdrawal due to extenuating circumstances should consult first with their academic advisors and then contact the Senate office for support.

Final Examinations / Study Week

Office of the Registrar, Academic & Event Scheduling

Student Services Complex, Building C

702-895-3443 / <https://www.unlv.edu/registrar/scheduling>

Office of the Vice Provost for Academic Affairs

University of Nevada, Las Vegas

Flora Dungan Humanities Building (FDH), Room 703

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/vpaa/>

The university requires final examinations given at the end of the semester be at the time specified in the class schedule. The study week and official examination schedule have been established in order for students to have an opportunity to prepare adequately for each of their exams. The calendar is at:

<http://www.unlv.edu/registrar/calendars>. *NOTE: The date, time, and location of final examinations CANNOT be changed.*

To ensure that students have the proper time to prepare for final examinations, the week before final exams is designated as a study week, in which classes will meet as scheduled but during which faculty members are encouraged to refrain from giving major tests (i.e., hour-long, sit-down, written exams). The policy shall not affect such assignments as laboratory finals, performance exams (juries as in theatre, music, and dance), short quizzes, term papers, final reports, and similar activities.

Finance and Business Toolkit, Division of

<https://www.unlv.edu/financevp/toolkit>

An unit level business manager may be responsible for developing, managing and controlling all financial and business functions within their unit as well as maintaining compliance with all university, system-wide, state and federal requirements.

These functions include budget and financial management, human resources, procurement, resource management, and more. The Business Manager's Toolkit was created to provide you with one “go to” place for resources and tools to help you better manage the business processes in your units as well as improving operational effectiveness and efficiency.

Financial Data Warehouse

Financial Data Warehouse is a secure web-based application that gives users the ability to access financial data from the Advantage mainframe system.

The IT Help Desk can help you request new accounts. Other questions may be directed to the System Computing Services Help Desk at 702-720-3300.

<https://oit.unlv.edu/software/financial-data-warehouse>

To request access, visit <http://oit.unlv.edu/forms/sisadvantage-financial-data-warehousehrms-web-contracts>.

Financial Data Warehouse Training Guide:

<http://www.unlv.edu/sites/default/files/24/DataWarehouseTrainingManual.pdf>

Flexible Spending Accounts (Section 125 Plan Options)

<http://www.unlv.edu/hr/benefits/health/flexible>

A Flexible Spending Account (FSA) is a special bank account for your healthcare and dependent care expenses. Every dollar contributed to an FSA is not taxed, which means that you keep the 25 to 40% that is usually withheld on that money. There are two kinds of Flexible Spending Accounts: The Medical FSA which allows employees to pay for qualified medical expenses using pre-tax dollars and the Dependent Care FSA which allows employees to pay for day care or after care expenses for qualified dependents using pre-tax dollars. You may choose to participate in one or both of these programs. Eligibility for the Medical FSA could be affected by the health coverage that you choose. If you are enrolled in the High Deductible Health Plan, you may not qualify for the full Medical FSA. Please contact a Benefits representative at 895-3504 for additional information.

Full Class(es) - Handling Students Who Want to Add

Registrar's Office

Student Services Complex Bldg. A (SSCA)

702-895-4253 / FAX 702-895-4987 / <http://www.unlv.edu/registrar>

Course enrollment is set by individual departments; however, enrollment may not exceed room capacity, which is regulated by the fire code (see 2.13 Classroom Capacity).

Fundraising

UNLV Foundation – Foundations Building (FND)

702-895-3641 / FAX 702-895-1010 / <http://www.unlv.edu/foundation>

The UNLV Foundation, incorporated in November 1981, is a 501(c)(3) organization that serves as the fundraising and gift management agency for the university. The 60-member UNLV Foundation Board of Trustees oversees the management of the Foundation and provides important links between the university and the community.

Fundraising Policy. It is university policy that all fundraising activities be coordinated through the UNLV Foundation. This includes direct fundraising with donors, fundraising through direct solicitation by grant or letter, sponsorship for events including golf tournaments, or raffles or door prizes. Donors include individuals, corporations and businesses, private foundations, and organizations. No member of the campus community is authorized to raise funds for any program without the prior approval for that activity from the Foundation. Faculty and staff should direct their questions about fundraising to the Foundation, their deans, their unit development officer, or supervisor before any contact with potential donors occurs.

Gifts. A gift is defined as a benevolent donation that does not require any commitment of institutional resources or services other than normal commitments made to carry out the agreed-upon intent of the donor for the use of, and reporting on, the gift funds. Because gifts generally require IRS charitable deduction receipts, all solicitations must have approved IRS acceptable language and must be received through the UNLV Foundation. This includes cash and non-cash gifts.

General Counsel

Office of General Counsel (including Ad Hoc Administrative Code Officers)

Flora Dungan Humanities Building (FDH), Room 320

702-895-5185 / FAX 702-895-5299

Email: elda.sidhu@unlv.edu

The General Counsel reports to the University President, with “dotted line” reporting to the Vice Chancellor for Legal Affairs of the Nevada System of Higher Education. Attorneys in the Office of General Counsel serve as the legal advisors to UNLV. The General Counsel is primarily responsible for planning, organizing and guiding the University’s legal representation, in addition to providing advice and counsel to senior academic and administrative officers of the University concerning the legal rights and obligations of the University and litigating on its behalf.

Attorneys in the Office of General Counsel are prohibited from providing legal advice to members of the campus community regarding personal or business legal issues, including grievances or complaints against UNLV. When appointed by the President as Ad Hoc Administrative Code Officers, they have various duties relative to disciplinary sanctions for professional employees, as described in Title 2, Chapter 6 of the NSHE Code.

Absent other arrangements or established procedures, requests to the Office of General Counsel for legal advice should be in writing (e.g., e-mail) and approved by an appropriate cabinet-level administrator (i.e., Executive Vice President and Provost, Vice President, Director of Intercollegiate Athletics, etc.) or dean.

Grades

Office of the Registrar

Student Services Complex-Building A (SSC-A), Rm. 103

702-895-3443 / FAX 702-895-4987 / <http://www.unlv.edu/registrar>

Students can access their grades when logged into the registration system through:

<https://my.unlv.nevada.edu/>. Students access unofficial transcripts when logged in or visit the transcript request link directly for official transcripts: <https://apps.ess.unlv.edu/transcriptrequest/>.

Refer to undergraduate and graduate catalogs for detailed information about academic policies.

Grant In Aid (Education Assistance)

<http://www.unlv.edu/hr/benefits/education>

UNLV provides employees opportunities to grow professionally and personally through generous educational discount programs. There are also many learning opportunities available at no cost. Learn more about what the university offers.

Grants, Office of Sponsored Programs

Research Administration Building (RAB)

702-895-1357 / FAX 702-895-4379 / <http://www.unlv.edu/research/osp>

General email: osp@unlv.edu

The Office of Sponsored Programs (OSP) serves as the principal point of contact for individuals seeking and/or managing external funding for research, scholarship, and creative activities. It acknowledges and supports the efforts of faculty in seeking and utilizing external funding on behalf of their own professional interests and on behalf of the university's mission.

Health Benefits

UNLV offers a variety of benefits programs to employees and their families. Explore the information at <http://www.unlv.edu/hr/benefits/health-life> to learn more.

Health Center, Student

Student Health Center (SHC)

Student Recreation and Wellness Center

702-895-3370 / FAX 702-895-4316 / <http://www.unlv.edu/srwc/health-center>

The Student Health Center (SHC) is part of a dynamic, integrated service delivery unit which includes a counseling center (CAPS), women's center, and a wellness promotion department. The SHC provides a comprehensive array of health services that are responsive to the health and wellness needs of a diverse student population. The student health program provides prevention and educational opportunities in an accountable health care setting that is accessible and cost effective for UNLV students. The program promotes a balance between mind, body, spirit, and community through the development of self-responsibility and life-style choices in a diverse population.

The Student Health Center services are available to registered and enrolled UNLV students by appointment, and most of our appointments are scheduled on the same day.

The Center is staffed with physicians, nurse practitioners, physician assistants, registered nurses, medical assistants and support personnel to provide essential health services on an outpatient basis. Faculty and staff are an important source of student referrals to the Health Center.

Health Insurance, Student

University of Nevada, Las Vegas

Student Wellness

Student Recreation and Wellness Center

[702-895-3370](tel:702-895-3370) / FAX [702-895-5311](tel:702-895-5311) / <http://www.unlv.edu/srwc/health-center>

Full-time domestic graduate and professional students, and graduate assistants are required to have health insurance and will be automatically enrolled in the student health insurance plan unless they show proof of alternate coverage. A student health insurance fee is assessed to domestic graduate students taking at least 9 credits, domestic law student taking at least 12 credits, and graduate assistants taking 6 credits. The fee covers premiums for the student health insurance, which is underwritten by Aetna Student Health.

Students who have alternate coverage can request to have the fee waived. Fee waiver requests are only accepted online and must be submitted before the designated deadlines during the fall and spring semesters. Questions regarding the mandatory health insurance requirement for graduate students or about the insurance fee waiver process may be directed to: insurancewaiver.grads@unlv.edu.

Domestic graduate students who are not subject to the mandatory health insurance requirement and domestic undergraduate students who are formally admitted and registered in 6 or more credits may enroll on a voluntary basis. Students may contact Wells-Fargo Student Insurance Services at [\(800\) 853-5899](tel:800-853-5899) to enroll.

Information regarding the student health insurance plan is available at wfs.wellsfargo.com/UNLV

Holidays

UNLV faculty and professional staff enjoy eleven paid holidays per year including: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans' Day, Thanksgiving Day, Family Day, and Christmas Day.

Hosting Policy

Accounts Payable

<http://accountspayable.unlv.edu/Topics/hostpolicy.htm>

Host expenditures may be incurred for meals, beverage, and small gifts (excluding gift certificates) by or on behalf of employees, students, or guests of UNLV in the conduct of necessary business activities. Hosting must provide a benefit to UNLV through the establishment of good will, promotion of programs, or the creation of opportunities for meetings in which the mission of UNLV may be advanced.

Housing and Residential Life, Office of

Tonopah North 1st floor

702-895-3489 / FAX 702-895-4332 / <http://housing.unlv.edu>

UNLV's Office of Housing and Residential Life provides the programs and services that make living on campus a unique college experience for its students. For more information regarding housing and residential life programs, contact the office or visit the website.

Human Resources

Campus Services Building (CSB), Room 237

702-895-3504 / FAX 702-895-1545 / <http://www.unlv.edu/hr>

The Office of Human Resources at UNLV manages a variety of programs for creating a positive and productive work environment. Whether you're a part of the UNLV faculty and staff community, are thinking about joining us, or have retired, we are here to help. We offer the support, services, and opportunities to help enhance your personal and professional life.

The Benefits Office of Human Resources provides orientation to and administration of the employee professional benefits program. The Human Resources' website features a number of links to employment information, policies, and procedures.

Human Resources Toolkit

<http://www.unlv.edu/hr/managers-toolkit>

This Toolkit is designed to assist you in supporting employees through the life-cycle of their employment at UNLV. You will find information pertaining to the hiring process, classification, employment documents, managing your staff through coaching and counseling, training and much more!

We encourage you to take your time when reviewing all of the information provided. If you have any questions, or need additional information please contact the Office of Human Resources at 895-3504.

Recruitment and Hiring

- [Search Committee and Recruitment Resources](#)
- [Web Contracts Toolkit](#)
- [Benefits](#)
 - [Benefits Orientation](#)

Managing Your Staff

Classified Staff

- [Governing Documents](#)
 - [Nevada Revised Statutes](#)
 - [Nevada Administrative Code](#)
 - [NSHE Prohibitions & Penalties](#)
 - [Receipt of NSHE Prohibitions & Penalties](#)
- [Probationary Periods and Release](#)
- [Performance Evaluations](#)
 - [Appeal Process](#)
- [Progressive Discipline](#)
- [Grievances](#)

Administrative & Academic Faculty

- [Governing Documents](#)
 - [NSHE Board of Regents Handbook and CODE](#)
 - [UNLV Bylaws](#)
- [Performance Evaluations](#)
 - [Appeal Process](#)
- [Grievances](#)

Leave

- [Leave](#)

Coaching & Counseling

- [Coaching & Counseling](#)

University Ombuds

- [University Ombuds](#)

Professional Development

- [Staff Development Training Opportunities](#)
- [Informational Videos](#)
- [Mandatory Supervisory Training](#)
- [Nevada State Training Options](#)
- [Other Professional Development Resources](#)

Leaving the University

- Leaving the University

Identification Card, RebelCard

RebelCard Services Center (RCSC)

UNLV Student Union, Room 118

702-895-2351 / FAX 702-895-2518 / <http://rebelcard.unlv.edu/>



The RebelCard is the official identification card of the UNLV campus

community. Your first RebelCard is FREE! In order to get your card, you

will need to bring official government identification (like a driver's license or passport) and an official employment document (like your contract or pay stub) to the RebelCard office.

You must have your RebelCard to check out books in the libraries, as well as accessing meal plans at the dining commons. You can deposit money onto your RebelCard in the form of RebelCash which allows you to make most on-campus purchases without paying sales tax. RebelCash is also the only way you can pay for printing in the libraries. Deposits to your RebelCash account can be made in our service center, via the web or at self-service kiosks.

If you lose your card it may be deactivated by calling 895-2351 or online at <http://rebelcard.unlv.edu/>.

For a full listing of on- and off-campus locations that accept RebelCards for purchases, visit:

<http://rebelcard.unlv.edu/>.

Institutional Planning

An ambitious vision has characterized the existence of the university. The history of UNLV includes a number of planning exercises that have provided vision for its growth. UNLV's first president, Donald Moyer, provided the seminal planning directive for the university. He said, "Those persons who have been planning campuses haven't been thinking big enough. We have to lay out a big broad view of the campus which will be adequate for future needs."and, the rest, is indeed, history. Visit <http://www.unlv.edu/planning/history> for detailed information.

a. **Top Tier**

UNLV always has been an ambitious university with a longstanding mission to serve its growing and dynamic region. The UNLV Tier One initiative is an extension of the vision of entering the top 100 American research universities, as designated by the Carnegie Foundation as a "Research University/Very High" (RU/VH) institution.

Through the *Path to Tier One* initiative, UNLV has developed a comprehensive, data-driven plan that further defines its vision, assesses the current environment, identifies needs and the costs associated with them, and then sets forth strategies and tactics for addressing those needs.

During the 2014 academic year, the university formally assessed where it is and strategically analyzed what it will take to become a Tier One institution. The process has yielded transparent, agreed-upon, and measurable goals for moving forward and these are available at <http://www.unlv.edu/tier-one/plan>.

b. **Focus 50 – 100 Planning**, <http://www.unlv.edu/planning>

UNLV's then Executive Vice President and Provost, Dr. Neal Smatresk, initiated a new master planning process in the Fall of 2007, to conclude with UNLV's 50th anniversary as an institution of higher learning. Dr. Smatresk noted "the University of Nevada, Las Vegas has changed dramatically in the past 50 years, growing from a small local institution into a comprehensive research university in a dynamic urban region. There have been a number of planning exercises that have provided vision for our growth, but as we begin to reach a more stable enrollment, it is time, once again, to consider our identity and the unique nature of our institution as we move into our next 50 years".

c. **Planning Data**

The most current information about UNLV can be found at: <https://ir.unlv.edu/IAP/Reports.aspx>.

d. **Academic Master Plan**

The current Academic Master Plan is at:

http://www.unlv.edu/sites/default/files/page_files/31/Planning-AcademicMasterPlan2015-17.pdf.

e. **Campus Master Plan**

UNLV's last full update to its campus master plan was approved by the Board of Regents in November 2012. This campus master plan update was significant, in that it not only included updates to the campus master plan for UNLV's core academic, research, campus life, housing, parking, infrastructure and other core components, but it also incorporated master planning for the UNLVNow proposal, which envisions a 55,000 seat Mega-Events Center and a mixed-use Student Village on the UNLV campus. The 2012 UNLV Campus Master Plan Update also further incorporates focused planning components that had been developed since the prior UNLV Campus Master Plan Update approved in March 2004. This includes the Midtown UNLV planning vision to create a vibrant University district in Las Vegas, which was the result of campus planning and Urban Land Institute studies conducted in 2006-2007 and the integration of a phased multi-modal transit center in cooperation with the Regional Transportation Commission of Southern Nevada (RTCNS), which was approved by the Board of Regents in 2011. A significant part of this Campus Master Plan Update process is to engage the campus community including students, faculty, staff, alumni and board members, and the community-at-large including adjacent property/business owners and general interested parties to provide information on the nature of UNLV's goals for campus master planning and development.

The 2012 updated campus master plan focuses on [11 major components](#), including Academic and Research Space, Housing, Athletics and Recreation, Campus Open Space and Circulation, Campus Events Facilities, Midtown UNLV, University Village, Parking and Campus Access, Mass Transit and Other Means of Transit to Campus, Campus Edges, Image and Gateways, Coordination and Collaboration, among other items. Presentations about the projects are available at:

<http://www.unlv.edu/eventscenter/presentations-reports>.

Instructional Development and Research

Instructional Development and Research

Office of the Vice Provost for Faculty, Policy, and

Research Flora Dungan Humanities Building (FDH),

Room 417 Email: Mary-Ann.Winkelmes@unlv.edu

702-895-4832 / Fax: 702-895-3455 / <http://www.unlv.edu/provost/idr>

As a coordinated whole, UNLV's instructional development and research services promote UNLV students' academic success by advancing research-based teaching and learning practices across the campus and online. The services support the professional development of all members of the UNLV teaching community through a program of research, consultation, events, and resources.

International Programs (IP)

Carol C. Harter Classroom Building Complex (CBC-B), Room B325

702-895-3896 / FAX 702-895-4147 / <http://internationalprograms.unlv.edu>

<http://www.unlv.edu/assets/provost/policies-forms/International-Academic-Programs-policy.pdf>

The Office of International Programs is the centralized academic support unit that assists UNLV in the planning and development of cooperative agreements, programs abroad, faculty exchange, field study projects, and other initiatives that foster internationalization. Faculty or staff considering the development of new programs must first contact the Office of International Programs.

The international study experience is an important part of any college education. Study abroad helps students to understand our changing society and planet from a global perspective. International education and foreign language skills are also important in many careers. Living in a foreign country provides UNLV's students, faculty, and staff an opportunity to see our culture, themselves, and others from a new perspective.

NOTE: UNLV faculty and staff activities with an international component, which includes students or accompanying guests, must contact the Office of International Programs during the initial planning stages for information regarding Nevada System of Higher Education (NSHE) policies on foreign study, research, or travel. UNLV employees have a contractual obligation to comply with UNLV policies and the NSHE Code.

List Serve, University

Office of Information Technology (OIT)

Herman Westfall Building (HWB)

702-895-0777 / IThelp@unlv.edu / <http://oit.unlv.edu>

The UNLV Official list serve includes all UNLV employees, is automatic, and employees are subscribed to the list at the time their email accounts are created. Removing oneself from the UNLV Official list is not possible. The UNLV Official list is used to disseminate information that the entire campus needs to receive. Examples of appropriate postings to this list include notices about building power outages and parking lot closings.

UNLV Today is an optional daily newsletter for employees that communicates non-essential, but helpful, UNLV business. For more information, visit <http://news.unlv.edu/unlvtoday>

Mailboxes – U.S. Mail

UNLV Mail Services does not handle personal mail for faculty, staff or students. A full-service U.S. Post Office is located at 4632 S. Maryland Parkway, Suite 10, across from the University.

For stamped, outgoing mail, there are several U.S. mail boxes located on campus. They are:

- in front of Flora Dungan Humanities building facing Maryland Parkway
- in front of Herman Westfall Business Services building on Harmon Avenue
- next to Ham Hall box office

Office of International Students and Scholars (OISS)

Phone: 702-895-0218 / FAX 702-895-0169 / scholar@unlv.edu / <http://www.unlv.edu/iss/>

This office assists all UNLV international students and scholars “foreign nationals” -non U.S. citizen and non U.S. permanent resident/green card holder- with their immigration status to ensure accurate processing of visa requirement at the pre-arrival stage and compliance with immigration regulations upon arrival and for the duration of status at UNLV. OISS aims to smooth transition into university life and successful academic, professional, and cultural experiences. Our services include advising and assisting international students, visiting scholars, researchers, post-doctoral scholars, faculty and staff, campus departments and offices with issuance of immigration documents (DS2019, I-20) enrollment requirement, visa applications, immigration regulations, employment authorizations, maintenance of status, travelling and re-entry, change of immigration status, and upkeep of immigration records. Please contact OISS if you intend to invite a foreign national to work, to study or to engage in research at UNLV.

Online Education

Central Desert Complex (CDC), Building 11

University of Nevada, Las Vegas

702-895-0334/ FAX 702-895-0637 / <http://online.unlv.edu/>

As a unit within the Office of the Vice Provost for Academic Affairs, Online Education (OE) collaborates with academic and support units to provide comprehensive services for the development and delivery of fully online and hybrid credit courses and programs, and assist faculty in research and external funding of disruptive and emergent learning technologies. Faculty developers are assigned a team of professionals who collaborate in using state-of-the-art learning technologies and methodologies based on best practices and current research in the field. The University is a member of the statewide consortium on Quality Matters, and incorporates the University Universal Learning Outcomes (UULOs) in online and hybrid, or blended, courses.

Among the many services provided to instructors and developers of online or hybrid courses are:

- Instructional Design -- Providing individual consultation with an Instructional Designer throughout the course development and teaching cycle.
- Digital Art & Video production -- Providing services in audio production, graphical design, and studio/field production of instructional videos.
- Rich Media Learning Objects -- Interactive learning elements to enhance visuospatial thinking for today's student. RMLOs can include data capture, retrieval, and analysis based on student performance and/or interaction with RMLO.

If you are interested in developing or teaching a fully online or hybrid course, please call (702) 895-0334. Comprehensive information concerning Online Education may be found at <http://online.unlv.edu>.

Maps / Building Information

Web Communications – University Communications

Richard Tam Alumni Center (TAC), Second floor

702-895-3963 / FAX 702-895-1596

<http://www.unlv.edu/maps> and <http://www.unlv.edu/web>

UNLV has developed several maps to help you find your way around campus. There are interactive and downloadable maps, virtual tours, parking information, and building coordinates for Google maps. Refer to <http://www.unlv.edu/maps> and choose the map or building information that best suits your needs.

Marjorie Barrick Museum

<https://www.unlv.edu/barrickmuseum>

The Marjorie Barrick Museum (the Barrick), formerly the Marjorie Barrick Museum of Natural History, is a well-known venue for engaging exhibitions and events. Founded in 1967 and located at the heart of UNLV, the Barrick promotes engagement with the visual arts among a broad community including UNLV students, faculty, and staff; the greater Las Vegas community; and the national and international art community. In December 2011, the Barrick joined the UNLV College of Fine Arts and became the anchor of the Galleries at UNLV. The five galleries and one museum that make up UNLV Galleries are each entities in their own right linked through a common administration.

Merchandise Sales

UNLV Committee on Facility Use

<http://www.unlv.edu/visit/visitingcampus/reserve-space/guidelines#merchandise>

Any sales of merchandise for profit by a non-university organization or individual must be sanctioned, and sales are restricted to certain locations. A full description of UNLV's policy on merchandise sales may be found at <http://www.unlv.edu/visit/visitingcampus/reserve-space/guidelines#merchandise>.

Missed Class(es) Due to Faculty Absence

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/vpaa/>

<http://www.unlv.edu/policies>, Executive Vice President and Provost section

The following is part of the UNLV's Policy Statement regarding faculty absences. To review the entire policy, see "Missed Classes for Teaching Staff" in the alphabetical listing at

<http://www.unlv.edu/policies>, Executive Vice President and Provost section

Although it is the responsibility of the instructor to meet all scheduled classes, there may be occasions when it may be necessary for an instructor to miss a class. All teaching staff should have prior approval from their supervisor before missing/rescheduling classes or missing other scheduled duties, with the exception of emergencies.

When teaching staff must miss an occasional class (e.g., for professional meetings, due to sickness, or for the observance of a religious holiday), they are expected to reschedule that class meeting or to arrange for a replacement, or provide alternative instruction or assignments, see Missed Classes for Teaching Staff Procedures, <http://www.unlv.edu/policies>, Executive Vice President and Provost section

Missed Class(es) - Students

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 514

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/vpaa/>

Faculty Senate Office

Academic Standards Committee

Flora Dungan Humanities Building (FDH), Room 220

702-895-3689 / FAX 702-895-3609 / <http://facultysenate.unlv.edu/>

Office of the Vice President for Student Affairs

Flora Dungan Humanities Building (FDH), Room 330

702-895-3656 / FAX 702-895-4148 / <http://studentaffairs.unlv.edu/>

As a general rule, a student missing a class or laboratory assignment because of observance of a **religious holiday** shall have the opportunity to make up missed work. Students must notify the instructor of anticipated absences no later than the end of the first two weeks of classes to be assured of this opportunity. Faculty may give students an additional week, but are encouraged to set a clear deadline. In accordance with the UNLV faculty senate-approved policy regarding class time and assignments missed, students who represent UNLV in any **official extracurricular activity** *shall* also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy is to offer fair and equitable opportunities to all students, including those representing the university in extracurricular activities. Instructors should consider, for example, that in courses which offer a "drop one" option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the faculty senate's policy, and an infringement on the student's right to complete all work and fairly earn his or her grade in the course.

This policy shall not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the university that could reasonably have been avoided. There should be a good faith effort by both faculty and student to come to a reasonable resolution. When disagreements regarding this policy do arise, they can be appealed to the department chair/unit director, college/school dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: fine arts activities, competitive intercollegiate athletics, science and engineering competitions, liberal arts competitions, academic recruitment activities, and any other event or activity sanctioned by a college/school dean, and/or the Executive Vice President and Provost.

MUNIS

MUNIS is the electronic requisitioning system that allows campus users to initiate and submit their purchase requisitions electronically.

To request access, view the training manual, find your designated buyer, etc., please visit <http://www.unlv.edu/purchasing/munis>.

MyUNLV

MyUNLV is the student information system for UNLV. Faculty, staff and students log in to conduct business, like paying bills, enrolling in courses, communicating with each other, adding and checking grades.

To request an account, to attend training, or to get more information, visit <https://oit.unlv.edu/accounts/myunlv>, <https://www.unlv.edu/aboutmyunlv>, and <https://www.unlv.edu/aboutmyunlv/access-form>.

New Faculty Department / Unit Checklist

Office of the Executive Vice President and Provost

Flora Dungan Humanities Building (FDH), Room 752

702-895-3301 / FAX 702-895-4054 / <http://www.unlv.edu/policies>, Executive Vice President and Provost section

The New Faculty Department / Unit checklist provides a guideline to ensure important aspects of a new faculty member's orientation are covered: <http://www.unlv.edu/policies>, Executive Vice President and Provost section

Non-Degree Seeking Students

Academic Success Center

Claude Howard Building

Phone: 702-895-3177 / E-Mail: asc@unlv.edu

<http://academicsuccess.unlv.edu/>

At UNLV, any person, subject to review and approval by the University, may enroll as a non-degree seeking student for purposes of personal enrichment, professional development, and/or to improve their academic record for future admission. Non-degree seeking students may enroll for a maximum of eight credits per semester and may apply up to 24 credits toward a bachelor's degree upon university admission. See <http://catalog.unlv.edu/content.php?catoid=4&navoid=163>.

Office Hours, Faculty

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 704

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/vpaa/>

In accordance with UNLV Bylaws, Chapter 3, Section 5. Individual Faculty Responsibilities:

5.1 Each academic unit shall establish guidelines to ensure that all-academic faculty maintain a predictable number of office hours during the regularly scheduled semesters. Office hours shall

be posted and the faculty shall be available to students, colleagues, and others during these times. (B/R 5/93) <http://facultysenate.unlv.edu/sites/default/files/UNLVBylaws.pdf>.

Faculty should also check applicable policies of their governing units.

Outdoor Areas, Use of

<http://www.unlv.edu/visit/visitingcampus/reserve-space/guidelines>

For UNLV's policy on the use of outdoor areas, refer to the "Guidelines for Scheduling University Facilities" on the website noted above. The "Use of Outdoor Areas" guidelines are found in Section II.5 at <http://www.unlv.edu/visit/visitingcampus/reserve-space/guidelines#outdoorareas>.

Also see **Scheduling and Conferences**

Outdoor Noise

UNLV Committee on Facility Use

<http://www.unlv.edu/visit/visitingcampus/reserve-space/guidelines>

UNLV's primary mission is to serve as an academic institution. As a result, outdoor events should not be held which disrupt the academic schedule of the university. Outdoor events which use amplified sound equipment are prohibited on campus, except in designated areas. A full description of the Outdoor Noise Policy may be found Section II.6 at <http://www.unlv.edu/visit/visitingcampus/reserve-space/guidelines#outdoornoise>.

Parking and Transportation Services

Claude I. Howard Public Safety Building (PSB), Room 100A

702-895-1300 / FAX 702-895-4951 / <http://www.unlv.edu/parking>

*Parking Permit online purchase site: **Please refer to the main parking website, as the address has recently changed.***

Parking Map: <http://www.unlv.edu/maps/maps>

Parking and Transportation Services strives to make parking your vehicle as efficient and convenient as possible. We are committed to improving campus parking by researching solutions, evaluating their effectiveness, and making recommendations and adjustments. University parking lots are restricted and controlled through the purchase and use of appropriate parking permits. This permit will allow authorized users to park on the campus in accordance with published parking regulations. Due to the numerous construction projects and events on campus, regular notices are sent via "UNLV Official" e-mail whenever parking is affected.

- Parking permits are available for purchase on the Internet at: ***Please refer to the main parking website, as the address has recently changed.***
- Parking is enforced 7 a.m.- 7 p.m. Monday-Thursday and 7 a.m.- 1 p.m. Friday. Handicap and reserved parking is enforceable 24 hours a day.
- Motorist assistance is available for students, faculty, and staff who either need a jump start or tire inflation 7 a.m. to 7 p.m., Monday through Thursday and 7 a.m. - 5 p.m. Friday by calling 895-1300.
- Escort: The Police Services Department will provide a student security officer to escort you to your vehicle after dark by calling 895-3668.
- Parking enforcement officers are available to assist those in need of information related to parking on the campus or those who may need directions.
- A visitor parking lot and information booth at Maryland Parkway and Maude Frazier Way/Harmon Avenue at the main entrance is available 7 a.m. to 5 p.m., Monday through Friday.

Rules and regulations govern the parking of vehicles on the campus of the University of Nevada, Las Vegas in accordance with the provisions of NRS 396.110. Nevada state law and Clark County codes governing parking of motor vehicles shall apply on University property. The Board of Regents of the Nevada System of Higher Education has further delegated the responsibility to establish, approve, and enforce parking regulations to the President of each institution (BOR Handbook Title 4, Chapter 1, Section 11). These regulations and laws are enforceable 24 hours per day throughout the calendar year.

Part-Time Instructors (PTIs)

*Office of the Vice Provost for Academic Resources
Flora Dungan Humanities Building (FDH), Room
703*

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/vpaa/>

Part-time instructors (PTIs) play a variety of roles on campus and assist UNLV in meeting its obligations to its students.

PTIs:

- bring specialized knowledge, often from the professions, to the classroom to enrich students' experiences;
- assist directly in the transition from classroom to the workplace by supervising students in practicum courses, such as teacher preparation; and
- help the university meet its obligation to provide a sufficient number of entry-level classes to incoming students.

Like full-time faculty, PTIs fill a variety of roles that have a variety of expectations and requirements. It is essential that all faculty learn the specific requirements, policies, guidelines, and practices of the departments / units in which they work. However, there are a number of university-wide policies, guidelines, and practices pertaining to all faculty members, and those that are relevant to part-time instructors are detailed in this handbook.

Throughout this handbook there are specific sections with additional information related to PTIs (i.e., Library, Information Technology, and University Policies). If you are a PTI and have questions about the information provided in this handbook, first talk to your administrative staff or department chair/unit director in the department / unit in which you are teaching; they are usually the best and quickest source(s) of information.

Some general information related to part-time instructors:

1. Part-time instructors who also teach at another system institution (i.e., CSN or NSC) must inform the department / unit they are teaching for at UNLV of the teaching workload at the other institution(s).
2. Educational requirements: generally a master's, Ph.D., or terminal degree in his/her field of study.
3. Identification card / RebelCard: contact the department / unit administrative assistant for this information.
4. Keys / Marlock cards: contact the department/unit administrative assistant for this information.
5. Office space and related equipment (i.e., computer, telephone): each department/unit makes the arrangements for offices, computers, telephones, etc.
6. Parking, see <http://parking.unlv.edu/> for more information.
7. Syllabus: see the "Syllabus" section in this handbook.
8. Teaching assignments: these are determined by each department / unit. NOTE: Teaching assignments may be changed at any time right up to the start of the semester. This may be due to scheduling changes, issues of enrollment, space, and availability of full-time faculty members. This may require changes in PTI assignments.

Payroll Services

Campus Services Building (CSB), Room 244

702-895-3825 / FAX 702-895-3519 / <http://payroll.unlv.edu/>

UNLV's Payroll Office provides faculty, staff, and students accurate and timely compensation for services provided. Payroll services will assist you with:

- completion of payroll-related forms
- direct deposit
- due dates for timesheets
- other issues related to your payroll

Direct Deposit participants will receive an email notification when their payroll has been processed. The email provides a link to the online Employee Self Service database (EQUUS), where payroll records can be accessed.

Performing Arts Center (PAC)

General Information 895-3535

Box Office 702-895-ARTS (2787) / FAX 702-895-4714 / <http://pac.unlv.edu/>

The PAC schedules the Artemus W. Ham Concert Hall, Judy Bayley Theatre, and the Black Box Theatre located in the Alta Ham Fine Arts Building

The Performing Arts Center at UNLV has long been the home of arts and cultural programming in Southern Nevada. Located on the northeast corner of the university campus, the center is bustling with activity nearly every day of the year.

The Center is home to the UNLV Symphony Orchestra, UNLV Jazz Ensembles, the UNLV Wind Orchestra, and the UNLV Department of Dance. In addition, the Performing Arts Center hosts its own season of performances bringing the best international classical musicians and artists along with popular arts programming from a broad range of genres, including stars of Broadway and jazz, vocal groups, and the best names in modern dance. For further information, refer to the PAC website.

Scheduling: The Paul Harris Theatre located in the Alta Ham Fine Arts Building is scheduled by the Theatre Department; the Beam Music Center Recital Hall is scheduled by the Music Department; and the Dance Studios are scheduled by the Dance Department

Plagiarism Policy – See 2.2, Academic Integrity / Misconduct, Student

Posting Grades

Office of the Registrar

Student Services Complex-Building A (SSC-A), Room 103

702-895-3443 / FAX 702-895-4987 / <http://www.unlv.edu/registrar>

Student grades are available online to the students via their MyUNLV accounts (registration system) upon being posted by faculty. Faculty members are not required to post grades publicly in any other format.

When grades or other evaluations of student work are posted publicly, in keeping with the Family Educational Rights and Privacy Act (FERPA), a method should be used to ensure that no individual student can be identified from the list by anyone but the student. The preferred method for posting coursework and exam grades is to WebCampus. Final grades must be submitted in MyUNLV by the Tuesday after finals week. Compliance with the deadline is mandatory and necessary for a number of student processes to be run and for submission of completions to NSHE for funding purposes.

To find out more about how to post grades in the MyUNLV system, please visit:

<http://www.unlv.edu/aboutmyunlv/tutorials/faculty>.

Professional / Ethical Standards

Faculty Senate Office

Flora Dungan Humanities Building (FDH), Room 220

702-895-3689 / FAX 702-895-3609 / <http://facultysenate.unlv.edu/>

A. Professional Standards

Faculty are expected to conduct themselves in an ethical and professional manner both in public and in the academic community. Academic freedom is guaranteed to all faculty in order that they may operate effectively in their work. Two sources that provide guidance for professional standards are: *Council of the American Association of University Professors (AAUP)*. UNLV faculty are encouraged to follow the ethical guidelines adopted by the Council of the American Association of University Professors. The guidelines recommend that faculty respect the dignity of students and fellow faculty and their rights to express differing opinions, and that they defend intellectual honesty and freedom in inquiry. Academic freedom means that faculty may objectively and without interference carry out their work. Faculty are expected to create an atmosphere conducive to learning and to behave fairly and honestly in all aspects of the student-teacher relationship.

Professional Associations. Most faculty belong to professional societies or associations in their respective fields. These institutions have established guidelines for professional conduct of their members. UNLV faculty are urged to review and adhere to the guidelines of their respective associations.

B. Ethical Standards

The purposes of education are intellectual development, acquisition of tools required for scholarly and creative work, personal growth, and preparation for lifelong learning. Quality education at UNLV demands that both faculty and students behave in accordance with the highest ethical standards. These standards have been articulated by the faculty, the administration, and the NSHE Board of Regents. The general guidelines for faculty and procedures for dealing with alleged violations are contained in the “Ethical Guidelines for UNLV Faculty” adopted by the Faculty Senate and in the “Rules and Disciplinary Procedures for Members of the University Community” adopted by the Board of Regents. Although instances of academic dishonesty or questionable behavior are rare, all faculty should be aware of the limits within which they must operate.

Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, must recognize the special responsibilities placed upon them. Their responsibility to their discipline is to seek and state the truth as they see it. They must accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. Their responsibility to their students is to hold before them the highest scholarly standards of the discipline, to respect each student as an individual, and to adhere to appropriate limits in serving as mentors, intellectual guides, and counselors. Their responsibility to their colleagues is to respect and defend the free inquiry of associates, to acknowledge intellectual debts, and to be objective in their professional judgments.

Faculty should be particularly aware of the following unethical situations:

- Dishonesty in research or creative activity including such acts as falsification, misuse, misrepresentation, tampering, or plagiarism;
- Inappropriate teaching behavior including such acts as not meeting classes, delays in grading, improper level of instruction, or the sole use of subjective evaluation criteria;
- Interference with the rights of others through such acts as physical intimidation, sexual harassment, vandalism, or trespassing; and
- Unauthorized use of another’s property including such acts as stealing, fraud, computer piracy, forgery, or false accusations.

Conduct deemed to be unethical in any of these areas will be handled in accordance with

established due process procedures. These procedures and appeal processes are described in detail in Chapter 6 of the *NSHE Code*. In addition, as state employees, faculty and staff members are bound by the provisions of the Nevada Code of Ethical Standards.

C. Collegiality

Collegiality may be defined as the ability to work productively with students, colleagues, staff members, and administrators. Irrespective of personalities, faculty cooperatively develop and apply department, program, institute, school, college, division, university, and system policies concerning such questions as faculty evaluations; faculty vacancy announcements; graduation criteria; standards for admission; tenure, promotion, and merit appeals procedures; and search criteria for positions in higher administration. Each member of the faculty and professional staff must interact with colleagues in accord with civility and professional respect.

Although a faculty member may not place high regard on another faculty member's teaching, scholarship, or creative endeavors, it is expected that all evaluations, positive or negative, spoken or written, to colleagues or to students, be made through the proper channels and not be expressed in personally harmful language. For example, it might be conscientious to advise a student not to take a colleague's class, but this judgment should be based on, and articulated in terms of, scholarly or curriculum reasons, not personal ones. Collegiality encompasses the basics of the professional ethics of the academic world: respect for persons, integrity of intellectual inquiry, and concern for the needs and rights of students. Above all, collegiality means the overriding concern to establish and maintain the ethical conditions and moral climate that promote faculty interdependence and interaction. Collegiality is essential to maintain or improve the academic quality of the university. For these reasons, collegiality is a basic expectation of faculty and professional staff members, whether specified (as in bylaws) or not, and separate and apart from academic credentials. Bylaws, standard goals, and initiatives of the faculty and professional staff are paralyzed without collegiality.

Purchasing and Contracts

Campus Services Building (CSB,) Room 235

702-895-3521 / FAX 702-895-3859 / <http://purchasing.unlv.edu/>

The purchasing department website contains information regarding who to contact and the steps to follow when purchasing goods and services, preparation of contract documents, and Purchasing Card transactions

Purchasing Card (PCard)

<http://www.unlv.edu/purchasing/pcard>

The Purchasing Card Program (PCard) is an efficient and cost-effective way individual employees can make small-dollar purchases, and at the same time, reduce the costs associated with initiating and paying for those purchases.

PCard forms and instructions can be found online at <https://www.unlv.edu/purchasing/forms-instructions>.

Rebel Recycling Program

702-895-3760 / FAX 702-895-4174 / tara.pike@unlv.edu / <http://facilities.unlv.edu/recycling/>

The Rebel Recycling Program is committed to providing the UNLV campus with comprehensive waste reduction, recycling, and resource management in an efficient, timely manner. The foundation of its mission is based on the 3Rs of REDUCE, REUSE and RECYCLE.

- REDUCE the amount of things you throw away.

- REUSE the things you have until they can no longer be reused.
- RECYCLE once you have completed the first two Rs.

Recycling is picked up on a weekly route. Each building has a different scheduled day(s). Call or email to request a special pick of a large amount of materials, to get an office clean out bin or a desk-side recycling bin and/or to request free shredding service. All special requests will be completed within 24 hours of the request. We also offer recycling bins for special events and meetings. Suggestions for ways to increase waste reduction, reuse and recycling on campus are appreciated. Thank you for reducing and recycling!

Rebel Roundtables

UNLV Police Services

*Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)
Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway
Campus*

Shadow Lane Campus (Building C)

702-895-3668 / FAX 702-895-3660 /

<http://police.unlv.edu/>

911 Emergency only / 311 Non-emergency calls

Rebel Roundtables are an open forum to discuss the issues that matter to you (UNLV's students, staff and faculty) coupled with an informative presentation from the police officers of the UNLV Department of Police Services. Learn about crimes (and prevention) on and around campus and get a chance to air your concerns about safety and security.

Rebel Roundtable events are typically scheduled for the first Wednesday of every month during the fall and spring semester with event notifications sent out regularly to the faculty, staff and students via email. A listing of roundtable topics, dates, times & locations is posted on Police Services' website event calendar at <http://police.unlv.edu/events.html>. This event calendar is regularly updated as new events are scheduled. Rebel Roundtable events are also posted to UNLV's Event Calendar on the home page of the UNLV website.

Recreation and Wellness Center Membership

Student Recreation and Wellness Center (SRWC)

702-774-7100 / FAX 702-774-7101 / <http://www.unlv.edu/srwc>

UNLV faculty and staff who have a membership are eligible to participate in recreational activities in the SRWC. Visit <http://www.unlv.edu/srwc/fitness-rec/gym-membership> for membership rates.

The Student Recreation and Wellness Center includes a variety of recreation and wellness opportunities including:

- Circuit training machines
- Cardio equipment
- 1/8 mile indoor jogging track
- 6-lane, 25-yard lap pool
- Whirlpool and leisure pool
- Assessment room with massage chairs
- Group Fitness Classes including: Indoor Cycling, Pilates, Yoga, kickboxing, step, martial arts and circuit training classes
- Multi-purpose activity courts
- Four-court gymnasium with basketball, volleyball, and badminton set-up

Other recreational services for faculty and staff include:

- Outdoor Adventures – the UNLV Outdoor Adventure Program offers guided trips, excursions, and activities that an individual can enjoy throughout the Southwest and western areas of North America.
- Outdoor Equipment Rental Shop – a complete outdoor and recreational sports equipment rental program is available to students, faculty, and the community
- Personal Training – One-on-one training with a personal trainer to help clients safely and effectively meet their fitness and wellness goals.
- Fitness Assessments and HRA's – The wellness assessment is done with the award winning BSDI program that provides a holistic and complete wellness assessment. Fitness assessments will help to establish a baseline for your fitness goals.
- Intramural Sports – Whether individual, dual or team sports, faculty and staff members can participate and play at various levels of competitiveness in all our activities.
- Aquatic Classes – We are now rolling out new aquatic classes focused on seniors and youth, along with other fitness aquatic classes and the revolutionary Aquastretch class.

Research Integrity, Office of

Flora Dungan Humanities (FDH) 335

702-895-5948 / FAX 895-5948 / www.unlv.edu/research/integrity

The mission of the Office of Research Integrity (ORI) is to create and support an environment that promotes the ethical and responsible conduct of research while assisting researchers to comply with federal, state, NSHE, and local regulations with regard to research.

Through key committees, related programs, and administrative activities, the ORI oversees UNLV policies related to research integrity, including the coordination of policy development and policy implementation.

The ORI also provides support for the responsible conduct of research.

UNLV is committed to performing high-quality research in an ethical manner and in compliance with relevant regulations and policies. Key research integrity areas include:

- Human Subjects Research
- Animal Care Services
- Institutional Biosafety Committee
- Export Control
- Conflict of Interest and Commitment
- Research Misconduct
- Research Participant Incentives
- Responsible Conduct of Research Training

Research Match

Office of the Vice President for Research & Economic Development

702-895-1828

Research Match is a search engine designed to enable users both on and off campus to identify UNLV faculty research expertise using keywords. It is intended to facilitate collaboration, to attract businesses that are interested in partnering with university researchers, and to support the advancement and promotion of research.

Retaining Course Work Records

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

University of Nevada, Las Vegas

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/vpaa/>

All instructors are encouraged to retain records of completed course work and grades for a period of one calendar year from the date of the last day of the term/semester. Part-time, relocating, and retiring instructors should provide these materials to their respective department's / unit's administrative staff.

Retirement Benefits

<https://www.unlv.edu/hr/benefits/retirement/classified>

All university employees are required to participate in a mandatory retirement plan.

Classified employees contribute to a pension plan through the Public Employees Retirement System of Nevada (NVPERS - <http://www.nvpers.org/>).

There are two plans in which to contribute:

- **Employee/Employer Plan (EE/ER)**, employees contribute 14.5 percent of their gross salary to the plan and the university contributes 14.5 percent to the plan.
- **Employer Pay Plan (EPC)**, the university pays the entire contribution on behalf of the employee. As a result, the employee will see a reduction in salary.

After five years of service, classified employees are vested, or eligible to receive benefits for retirement.

Employees are eligible for a withdrawal of their employee contributions only upon termination of service and if contributions were made through the EE/ER Plan.

A classified employee can retire and receive retirement benefits once he or she has reached one of the following criteria:

- Age 65 with five years of service
- Age 62 with 10 years of service
- Any age with 30 years of service

An employee who retires before meeting the above criteria will have a retirement benefit reduction of 4 percent for each full year and 0.33 percent for each additional month he or she is under the age requirement for retirement.

The amount of retirement benefits paid each month is based on a formula that multiplies a service credit by your average monthly wage for your three highest earning years.

Service credit is the total number of years, months, and days of credit that you have earned in the system. The service credits for service earned are as follows:

For those hired before January 1, 2010:

- Service through June 30, 2001: **2.5 percent**
- Service July 1, 2001 and after: **2.67 percent**
- For those hired on or after January 1, 2010: **2.5 percent**

Risk Management and Safety (RMS)

UNLV Risk Management & Safety

702-895-4226 / FAX 702-895-4690 / <http://rms.unlv.edu>

RMS is responsible for administering programs on the UNLV Main Campus, Shadow Lane Campus, Nevada State College and the College of Southern Nevada campuses. For additional information on any of our programs, or to contact RMS please call 895-4226 or visit our website at <http://rms.unlv.edu/>

A. Insurance

The Insurance function of RMS is responsible for protecting the welfare of students, staff, patrons, and assets of UNLV, CSN, and NSC from risk and financial loss. It assists in the procurement of insurance and/or development of self-insured programs for property, general liability, auto

liability and auto property damage, professional liability and crime.

B. **Claims Administration**

Claims Administration processes and / or administers automobile, general liability, property, workers' compensation, professional and crime claims.

C. **Environmental Management and Laboratory Safety (EM & LS)**

The EMLS function focuses on health and safety issues related to hazardous/regulated materials and environmental compliance for the University. Services provided include: Laboratory Safety, Environmental Compliance, and Special Projects. The EMLS function coordinates and participates on the Institutional Bio-Safety Committee (IBC), Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), the Harry Reid Center Safety Committee (HRC) and the Chemical Safety Advisory Committee (CSAC).

D. **Occupational Safety and Health (OSH)**

The OSH function administers the requirements of Federal and State OSHA programs with regard to compliance, investigation and training. Indoor air quality, mold, and other health and safety issues brought to the attention of OSH are thoroughly investigated by this function. As a means of facilitating these responsibilities, OSH coordinates and participates on the following committees: RMS/FM Safety Committee, SLC Dental School Safety Committee, T&M/SBS Safety Committee.

The OSH function also conducts audits and building inspections to determine compliance with OSHA regulations and to make certain that safe work practices are followed.

Safety Training is provided to UNLV personnel via online and classroom training courses. There are more than 50 different training classes.

E. **Fire and Life Safety**

The Fire and Life Safety function conducts building fire safety inspections to reduce or eliminate fire and other exiting hazards, conducts fire drills, assists in the development, implementation and monitoring of building evacuation plans and provides AED, first aid and fire extinguisher training.

F. **Emergency Planning**

Emergency Planning works closely with UNLV Police Services, Valley Law Enforcement, Fire, and Homeland Security agencies in the development, implementation and monitoring of UNLV's emergency planning and response documents.

G. **Chemical Inventory Management (CIM)**

The CIM function assists faculty and staff in maintaining a user friendly, up-to-date inventory that provides easy access reporting. The program is designed to track all chemical movements from delivery to waste, as well as, provide federal, state, and local regulators chemical hazard information through online services.

H. **Radiological Safety (RS)**

The RS function administers the University Radiological Safety Program in compliance with the Nevada Administrative Code, Chapter 459 (NAC 459), and maintaining Nevada Radioactive Material Licenses 03-13-0305-01 and 03-13-0305-02 issued by the State of Nevada Radiological Health Section, Bureau of Health Protection Services. These licenses allow faculty, staff, and students to work with radioactive materials at specific UNLV locations. It registers the University's X-ray equipment and all other machines that produce ionizing radiation with the State of Nevada Radiological Health Section, Bureau of Health Protection Services. All campus departments or units that acquire or use sources of radiation (ionizing or non-ionizing) must comply with established University Radiation Safety Policies and Procedures. The function provides training, dosimetry and radiation detecting instrumentation, conducts safety surveys and audits, maintains records, and provides services for handling radioactive materials and disposal of radioactive waste. This helps

the University community retain its license privileges and meet any other regulatory obligations. RS strives to provide faculty, staff, students and campus visitors with a radiological safe environment and protects the community from unnecessary exposure to radiation.

I. Risk Management and Safety Contacts

Executive Director	Johnny Centineo	702-895-5522
Administrative Office	Receptionist	702-895-4226
Administrative Assistant IV	Joan Carter	702-895-2479
Administrative Assistant II	Tessa Jacobs	702-895-1738
Environmental Management & Laboratory Safety Manager	George Fratus	702-895-0463
Insurance & WC Officer	Michael Means	702-895-5735
Occupational Safety Prog. Off.	John Tomola	702-895-4860
Radiological Safety Officer/Manager (Interim)	Brian Rowsell	702-895-5736
Fire and Life Safety	Larry Warkentin	702-895-2990
Emergency Management	Johnny Centineo	702-895-5522
Chemical Inventory	Robert Deaver	702-895-4386
Risk Management & Safety	http://rms.unlv.edu/	
Environmental & Lab Safety	http://rms.unlv.edu/environmental-and-lab/	
Fire/Life/Occupational Safety	http://rms.unlv.edu/fire-and-life/	
Insurance	http://rms.unlv.edu/insurance-and-claims/	
Workers' Compensation	http://rms.unlv.edu/insurance-and-claims/wc/	

Security Tips

UNLV Police Services

*Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)
Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway Campus
Shadow Lane Campus (Building C)*

702-895-3668 / FAX 702-895-3660 /

<http://police.unlv.edu/> 911 Emergency only / 311 Non-emergency calls

Risk Management and Safety

Campus Services Building (CSB), Room 119

702-895-4226 / FAX 702-895-4690 / <http://rms.unlv.edu>

There are a number of ways to protect UNLV property and your property when you are on campus. You can develop barriers and protect property by:

- Locking doors and cabinets where equipment and valuables are stored
- Storing electronic equipment and other valuables out-of-sight in a locked desk or cabinet
- Minimizing assignment of keys to buildings, offices, rooms; and maintaining records of key assignments
- Periodically changing locks and access or alarm passwords
- Swipe Marlock card when leaving TEC rooms to lock them.

Saturday Classes, Holiday Schedule

Faculty Senate Office

Academic Standards Committee

Flora Dungan Humanities Building (FDH), Room 220

702-895-3689 / FAX 702-895-3609 / <http://facultysenate.unlv.edu/committees/academic-standards>

In general, if a holiday falls on a Monday, then Saturday classes meet. If a holiday falls on a Friday, then Saturday classes do not meet. To review the Faculty Senate policy detailing when Saturday classes are considered holidays, please see “Saturday Classes Holiday Policy” in the alphabetical listing at <http://www.unlv.edu/policies> in the Executive Vice President and Provost section

Semester Memos

Office of the Executive Vice President and Provost/Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/vpaa/>

There are two memos issued twice a year that are important to faculty and their teaching. The semester memos are found on the University Policies website <http://www.unlv.edu/policies> in the Executive Vice President and Provost section.

The first one, Minimum Criteria for Syllabi, contains information on items that must be in all syllabi.

The second, UNLV Policies for Faculty and all Teaching Staff, contains information pertaining to ADA accommodations, classroom issues, final exams and grading, and other issues important to all teaching faculty and staff.

Sick Leave

<http://www.unlv.edu/hr/benefits/leave/sick>

Full-time classified employees accumulate 10 hours of sick leave per month. Part-time classified employees earn a prorated sick leave based on full-time equivalent service. Sick leave may be used immediately after it is earned. Leave is paid time for:

- Personal illness.
- Care for family members with illness, injury, medical, optometry, or dental appointments.
- Death in the family.

Requesting Sick Leave

You may request sick leave in minimum 15-minute increments.

Space Management

Campus Services Building (CSB), Rooms 206-208, 211

702-895-0484 / <http://space.unlv.edu/>

Space Management (SM) is responsible for the efficient and effective utilization of space on campus and all associated owned and leased properties. This is accomplished through diligent space planning and programming efforts, space utilization studies, and maintenance of the UNLV Facilities Space Inventory database, Archibus. SM is responsible for the stewardship of relocation, renovation and construction projects that affect academic and administrative divisions and departments. In this capacity, SM serves as the liaison between the units and the various on- and off-campus service providers.

Space requests should be routed through department and dean's offices. The space policy and request process can be found here: <http://space.unlv.edu/space-committee.html>.

Student Affairs Maintenance and Campus Life Technology

University of Nevada, Las Vegas

<https://www.unlv.edu/sam>

Student Affairs Maintenance and Campus Life Technology is devoted to the service, maintenance, and technology care of Student Affairs Facilities and all the users of these areas. It is our responsibility to maintain safe and operational facilities while planning and implementing long-term quality improvements to all student affairs facilities.

Student Email / Rebelmail

Student Union, Room 231 or CBC B113

702-895-0777 / IThelp@unlv.edu / <https://rebelmail.unlv.edu>

Rebelmail is UNLV's official email system for students and one of the primary ways for students to receive official university communications: information about deadlines, major campus events and announcements. All UNLV students receive a Rebelmail account upon admittance. University policy requires that UNLV employees send email to students using their Rebelmail accounts.

Student of Concern

Office of Student Conduct

Central Desert Complex Bldg#1

702-895-2308 / FAX 702-895-2514 / <http://studentconduct.unlv.edu/misconduct/policy.html>

UNLV is committed to the health and safety of all members of our campus community. Faculty and staff play an invaluable role in helping students who are in distress. Your expression of interest, concern, and compassion is an important factor toward a student seeking the assistance they need. UNLV has trained professionals from the Office of Student Conduct (OSC), in Student Counseling and Psychological Services (CAPS), Student Health Center (SHC), and Disability Resource Center (DRC), <http://studentconduct.unlv.edu/concern/>, and UNLV Police Services that meet regularly to review reports and to reach out to student in distress by connecting them to essential campus resources. Faculty and staff may contact Phoebe Kuo-Jackson at (702) 895-3627 to request trainings for your department/unit/area. Additional resources include:

- [Student of Concern Report Form](#)

Faculty and staff are encouraged to document their concern about a student using the Student of Concern Report that is available electronically at studentconduct.unlv.edu/concern/report.html, and submit the form electronically to the Office of Student Conduct (OSC). A team of trained professionals will review the report and decide as a team on potential interventions that are determined on a case-by-case basis. A student will have a right to see the Student of Concern Report.

- [Protocol for Incidents Involving Students of Concern \(PDF\)](#)

To safeguard our community, UNLV has a comprehensive reporting system that facilitates information sharing among trained professionals who are ready to respond to students and assist them in receiving or staying connected to the academic support and student wellness services they need.

[How to Help a Student of Concern Guidebook \(PDF\)](#)

This guidebook serves as a reference and resource for faculty and staff. It provides information on how to seek assistance and report behaviors of concern. Additional information is provided about managing difficult situations, behavioral signs that warrant concern, as well as a list of campus resources. The guidebook is available at <http://studentconduct.unlv.edu/concern/pdf/How-to-Help-Guidebook.pdf>.

Student Union and Event Services

Division of Student Affairs Campus Life

University of Nevada, Las Vegas

Student Union 315

702-895-4449 / FAX 702-895-1609 /

<http://www.unlv.edu/eventservices>

Student Union and Event Services is responsible for the management of the Student Union; scheduling, reservation and event coordination process for all the facilities within Student Affairs; operation of events within the Stan Fulton Building; coordination of summer conference housing accommodations. Event Services coordinates a variety of spaces which include the Student Union, Student Recreation & Wellness Center, summer residence hall groups, Stan Fulton Building, UNLV Campus Green Spaces and other campus areas. This office provides a structured one-stop location for groups or individuals (students, staff/faculty, and community) planning meetings, conferences, and other events within Student Affairs Facilities. In addition, the office provides equipment loans and event staffing to other facilities on campus. The office receives and processes over 20,000 reservation requests per year. Services provided through the office include pre-event planning, audio/visual/lighting equipment, catering coordination, event security, registration services, and coordination with UNLV Facilities Maintenance and Grounds for event-related needs. For information on scheduling an event, please visit <http://www.unlv.edu/eventservices/contact-us>, contact us at 895-4449 or eventservices@unlv.edu.

Summer Term*Summer Term**SCS A 103*702-895-3711 / Fax: 702-895-4636 / <http://summerterm.unlv.edu/>

The Summer Term policies regarding curriculum, scheduling, compensation, faculty workload, and student credit loads are detailed on the Summer Term website at <http://summerterm.unlv.edu/> under Faculty/Staff.

Supplemental Benefits (Employee Paid)<http://www.unlv.edu/hr/benefits/optional>**a. Cancer Care Insurance**

UNLV offers two cancer insurance plans for employees through [American Fidelity](#). Plans are available to employees under age 65 who have not previously been diagnosed as having cancer. Both plans will provide coverage for the actual charges incurred by a covered person for the treatment of cancer, leukemia, or Hodgkin's disease. Employee and family plans are available. Call 800-654-8489 or 702-433-5333.

b. Personal Legal Plan

The MetLaw legal plan is available to UNLV employees through MetLife. The plan provides coverage for living wills, powers of attorney, traffic tickets (no DUIs), personal bankruptcy, immigration assistance, and more. Under the plan, you choose your lawyer from a network of more than 10,000 attorneys nationwide. Payroll deduction is available for the plan. Visit www.legalplans.com or call 1- 800-821-6400.

c. Short-Term Disability

Short-Term Disability replaces a portion of your monthly income should you become totally disabled on a short-term basis. The plan provides benefits for up to 26 weeks. Short-term disability is offered through two vendors: [American Fidelity](#) and [Standard Insurance](#).

d. Supplemental Term Life Insurance

UNLV offers supplemental term life insurance for employees through two providers:

- [Western Insurance Specialties](#) offers a guarantee issue coverage of up to \$150,000 for the employee and \$30,000 for the employee's spouse/domestic partner, provided the employee

applies for the guarantee issue within 60 days of date of hire. After that, employees will have to submit evidence of insurability for any amount of life insurance requested. Dependent children may be insured up to a maximum of \$20,000 as long as either the employee or the spouse is also covered. Call 1-800-342-0707.

- [Standard Insurance](#) offers a guarantee issue coverage of up to \$100,000 for the employee and \$20,000 for the employee's spouse, provided the employee applies for the guarantee issue within 60 days of becoming eligible for the state health plan. After that, employees will have to submit evidence of insurability for any amount of life insurance requested. Employees must be participants in the state health plan in order to qualify for this benefit. Call 1-888-288-1270.

e. **Metlife Critical Illness**

The Metlife Critical Illness plan complements your existing medical and disability income coverage. It pays a lump sum benefit if you experience any medical conditions in three distinct categories — cancer-related conditions, heart-related conditions, and other conditions. It pays a lump sum benefit payment to you and can be used any way you see fit. Spouse and dependent child(ren) coverage is available. A MetLife Critical Illness Insurance customer service representative will be happy to answer any additional questions at 1-800-438-6388.

f. **U-Promise College Fund**

The Upromise College Fund, Nevada's 529 College Saving plan gives you a tax-advantaged, affordable, and easy way to save for higher education – for your children, your grandchildren, or even yourself. Plus, it offers benefits specific to Nevada residents.

You can open an account with as little as \$15 per paycheck through payroll deduction*; set up an Automatic Investment Plan (AIP) for \$50 a month*; or make a one-time contribution of \$250. You can use the assets at any eligible school around the country and abroad – not just in Nevada. That includes 2- and 4-year colleges, graduate schools (including law and medical) and vocational/technical schools. Funds can be used to pay for qualified expenses including tuition, fees, required books, supplies, and equipment, and certain room and board costs. There is also a Silver State Matching Grant program which allows a matching grant to families that qualify.

To enroll in the plan and for more information, visit: www.nevadas529.com or call: 1-877-486-9251.

*A plan of regular investment cannot assure a profit or protect against loss in a declining market.

Supplies (office) – Employees

Check with your department's / unit's administrative assistant(s) regarding what supplies are provided by the department / unit, the location(s), and ordering requests/guidelines.

Syllabus

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/vpaa/>

Faculty must create and distribute (or post online) a course syllabus for their students within the first week of the semester and there are minimum criteria for syllabi. A syllabus is a record of the course terms between the faculty member and the student. Therefore, everything in the syllabus must be accurate and clear, particularly the grading criteria. An organized, well thought-out, detailed syllabus protects both faculty and students from ambiguous interpretations of work and grade expectations. Each semester, the Executive Vice President and Provost updates policy memos related to academic issues for teaching faculty and the minimum criteria for syllabi. Many of the areas addressed are policies or guidelines that can be included in each faculty member's syllabus. The topics range from the policy on missed classes (for both faculty and students) to the copyright guidelines. The memorandum is

distributed via UNLV Official email prior to the semester starting, as well as being posted on the Executive Vice President and Provost office's website so faculty may "cut-and-paste" portions to include in their syllabus. Download the memos related to academic issues for teaching staff and minimum criteria for syllabi at <http://www.unlv.edu/policies> in the Executive Vice President and Provost section.

Telephones

Telecommunication Services

Campus Services Building (CSB), Rooms 158A

00 or 702-895-1363 / FAX 702-895-3588 / <http://telecom.unlv.edu/>

Telephone installations, moves, changes in telephone programming, long-distance services, operator services, rates, and voice mail are administered by telecommunication services. When using UNLV's on-campus telephones or fax machines, you will need to dial only the last five digits of the telephone or fax number. Dial "8" to access an outside line. Telephone use instructions can be found at:

<http://telecom.unlv.edu/training>.

Tenure and Promotion

Office of the Executive Vice President and Provost

Flora Dungan Humanities Building (FDH), Room 752

702-895-3301 / FAX 702-895-4054 / <http://provost.unlv.edu/>

Faculty Senate Office

Flora Dungan Humanities Building (FDH), Room 220

702-895-3689 / FAX 702-895-3609 / <http://facultysenate.unlv.edu/>

For tenure and promotion, which is effective July 1, applications are due in electronic format to the Office of the Executive Vice President and Provost generally in October.

Promotion and tenure forms are available in the "Policies & Forms" section of the *Executive Vice President and Provost website*. See <http://www.unlv.edu/policies>, Executive Vice President and Provost section. General guidelines pertaining to tenure and promotion of UNLV faculty are contained in the Board of Regents Handbook located at <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/>. The specific sections related to tenure are in the NSHE Code. See Title 2, Ch. 3, <http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/T2CH03TenureforUniversityFaculty.pdf>.

General guidelines for promotion in rank are contained in the UNLV Bylaws. More specific criteria may be found in the Bylaws and governing documents of each of the faculty member's governing units. See the UNLV Bylaws found on the Faculty Senate website, <http://facultysenate.unlv.edu/faculty/evaluations-and-merit-promotion-and-tenure>.

Testing (of students)

Division of Educational Outreach

UNLV Paradise Campus

702-895-5928 / testingservices@unlv.edu

UNLV Testing Services offers ACT Residual Exam, Clep Exams, Proctoring Services, and Professional Certification Exams.

For information and upcoming test dates visit edoutreach.unlv.edu/testing-services

Textbooks, Faculty Requiring Own Textbooks for Class

Office of the Vice Provost for Academic Affairs

In order for faculty members to assign their own textbook for use in one of their classes, it must be approved by the faculty member's dean. These guidelines were developed to protect both faculty and students. In order to implement the approval process, the faculty member should complete a form requesting approval. The policy and form can be found at <http://www.unlv.edu/policies>, Executive Vice President and Provost section

Please be sure to get the requisite signatures prior to submitting your book orders for each semester. The deans' offices should keep the approved forms for three years, so it will not be necessary to complete a form for the same book/class each semester.

Requirements specified by the NSHE attorneys are as follows: 1) published books must be properly copyrighted by the authors; 2) published books are available for open sale; 3) UNLV faculty do not make sales directly to students; and 4) published books being assigned as texts in a course are approved for such use by the dean of the college/school concerned.

NOTE: This does not apply to course packets that go through Reprographics/Design services and the UNLV Bookstore. These are covered by another policy, see http://repro.unlv.edu/print/academic_printing_service.php#faculty_anthologies.

Textbooks, Orders

Office of the Vice Provost for Academic Affairs
Flora Dungan Humanities Building (FDH), Room
703 702-895-1267 / FAX 702-895-3670 /
UNLV Bookstore/Barnes & Noble
Located just south of the Student Union
702-736-3955 / FAX 702-895-1610 / <http://unlv.bkstore.com/>

The UNLV Bookstore sets the deadlines for faculty textbook orders. Meeting these deadlines (i.e., mid-October for the following Spring semester) enables the bookstore to hit the used book market early and attempt to find used books, which are less expensive for our students. This also lets them know which books to buy back from students at the end of the semester.

Training Opportunities

Human Resources – Employee Relations & Development
Campus Services Building (CSB), Room 212J
702-895-0402 / FAX 702-895-1545 / <http://www.unlv.edu/hr/staff-development>

The Office of Human Resources, Staff Development coordinates and sponsors a wide variety of workshops in areas of interest including: Business & Finance, Professional Development, and Personal Development. For the most current listing of campus-wide training programs, please refer to the staff development listing on Human Resources' website and watch for special announcements in UNLV Today. A variety of videos are also available that provide relevant information for many of the critical Human Resources processes. These videos can be found by going to <http://www.unlv.edu/hr/videos>.

Office of Information Technology

OIT offers training courses to faculty and staff on Microsoft Office applications, UNLVMail (Gmail), and other software programs. Most workshops are 2 hours in duration and located in CBC- C307, unless otherwise noted.

To view the OIT training schedule and for more information, visit <https://oit.unlv.edu/help/training>.

Travel

Individual department / unit

The individual department / unit should be the first point of contact for travel. Additionally, the Accounts Payable Travel Team can assist individuals needing to travel. Contact information is:

Accounts Payable

Campus Services Building (CSB), Room 245

702-895-1156 / FAX 702-895-1519 / <http://accountspayable.unlv.edu/Trvlman/travel.htm>

Tutoring/Supplemental Instruction/Math Bridge Program

UNLV offers tutoring for almost every subject taught on campus. Contact the individual office below for more information.

A. **Academic Success Center**

The Academic Success Center (ASC) provides a variety of tutorial services for students taking UNLV courses. Students may stop by the ASC to learn more about tutoring locations, subjects, times and other academic resources. Faculty are encouraged to meet with ASC Learning Support staff to explore options for **tutoring and/or supplemental instruction** that can be offered for specific UNLV courses. Tutoring is provided year round. Current information is also available on the web at: <http://academicsuccess.unlv.edu/tutoring/> or may be obtained by calling 702-774-4623. Inquiring students can also be sent to a drop-in tutoring lab for more information:

- a. All-Campus Lab- 2nd floor Lied Library
- b. Engineering Tutoring Lab – TBEA-207L

B. **Supplemental Instruction**

Supplemental Instruction (SI) is a program where SI Leaders attend a specific course and then conduct small group study sessions for that class 2-3 times per week. This program provides students the opportunity to immediately review material covered in class, work through difficult concepts, and form study groups that can continue to work together throughout the semester. SI Leaders conducting the study sessions have already successfully completed the course but attend class regularly to stay on top of the material presented in class. Student participation is voluntary and attendance at every session is not required, however, consistent participation has proved to be very successful.

C. **Expect Success Math Bridge**

The Expect Success Math Bridge Program is designed to help freshmen students (29 credits or less) who place into college preparatory math classes (Math 95/96). Students who have been placed into these courses can participate in the program which consists of online, self-paced learning combined with live tutorial support. The program is designed to reinforce the core concepts students need to be successful in math at the undergraduate level. Upon completion of the program, students will take the UNLV Math placement with the hope of testing into a college level math course. The program runs over summer, for 5 weeks, concurrent with UNLV summer sessions. Semester programs vary and are arranged based on availability.

D. **Writing Center**

UNLV Writing Center Central Desert Complex (CDC), Bldg 3, Room 301 702-895-3908 / FAX 702-895-4480, <http://writingcenter.unlv.edu/>

The Writing Center offers free assistance to all UNLV students and staff, with any writing assignment, and at any stage of the writing process. Consultants help students brainstorm, make an outline, or revise papers; they can often be that second set of eyes for a final draft.

Consultants work with students individually or in small groups. They are trained to help students

by asking open-ended questions to encourage them to think about their assignments/topics in new ways. Consultants offer more direct guidance only as appropriate (such as helping non-native speakers of English with grammar and usage issues).

Appointments are taken on a first-come, first-served basis and last 45 minutes. Walk-in visits are sometimes available, but we recommend making appointments well ahead of the date the assignment is due. Consultants also work with staff and faculty on a space-available basis.

Students can also get assistance by sending their papers online, using the simple form on our Online Writing Lab (OWL) page, accessible through our website.

Every semester, students are informed of upcoming workshops by notices that are sent via campus e-mail.

Tuition and Fee Appeal

<https://www.unlv.edu/cashiering/fee-appeals>

Students may request a refund under special circumstances. Refunds are granted when circumstances beyond the control of the student prevent the student from attending all courses and completing the semester.

University Libraries

Administration Office – Lied Library Building (LLB), Room 2270

702-895-2286 / FAX 702-895-2287

Circulation / Information / Research Assistance

702-895-2111

www.library.unlv.edu

The University Libraries define the new academic research library—bringing people and information together in innovative ways. As UNLV emerges as a leading urban research institution, the Libraries pioneer dynamic, user-focused methods of reaching, connecting, and engaging learners. The main Lied Library and three specialized branches -- Architecture Studies, Curriculum Materials, and Music libraries - encompass 327,000 total square feet of space.

The UNLV Libraries contribute to and support learners as they discover, access, and use information effectively for academic success, research, and lifelong learning. Librarians work to prepare students not just for academic success, but for informed decision-making in careers and as citizens. Librarians work directly with students through a program of course-integrated library instruction, and with faculty on research assignment design and course preparation.

Library Resources & Services

- UNLV Libraries' collections reflect the broad range of UNLV's academic programs, offering open stacks for browsing a collection of over one million print volumes and more than 750,000 electronic books.
- The Libraries' website www.library.unlv.edu connects users to both the print and digital collections, including over 300 library databases, 75,000 online and print journals, and more than 1.5 million microforms, videos, CDs, maps, and government documents.
- [Digital Scholarship@UNLV](http://DigitalScholarship@UNLV) is the campus institutional repository and a service of the UNLV University Libraries. The mission of the repository is to capture, preserve, and share with the world the intellectual output of UNLV faculty, staff, students, and collaborations with other stakeholders.
- Special Collections www.library.unlv.edu/speccol houses unique and specialized research collections on Las Vegas, Southern Nevada, the gaming industry, and UNLV in a variety of formats, including dynamic digital collections, oral histories, photographs, archival

collections, rare books, maps, architectural drawings, and more.

- Additional materials are available from libraries worldwide through Interlibrary Loan, BorrowItNow and Link+.
- Once activated, the RebelCard serves as a library card for material checkout and renewals
- Access online resources from off-campus by logging in with an ACE Account or Library Barcode and PIN.
- The Textbook Reserve Program (through a partnership with CSUN) provides short term (2-hour and some 24 hour) checkout of key textbooks from many general education courses.
- The Career Collection offers print resources related to jobs, careers, resumes, standardized tests and more with a 7-day check-out period.
- The Leisure Reading Collection consists of recently-published fiction and non-fiction titles. Books can be checked out for three weeks at a time.
- The Center for Gaming Research supports scholarly inquiry into all aspects of gaming gaming.unlv.edu. The Oral History Research Center records eye-witness accounts that document the history of Las Vegas and Southern Nevada www.library.unlv.edu/oral_histories.

Research Assistance

- Instructors may work with a librarian to design engaging research assignments, and classes may visit the library for course-integrated library instruction. Request a library instruction session www.library.unlv.edu/inst/setup.php.
- Every college or discipline has an assigned librarian with special subject expertise www.library.unlv.edu/contact/librarians_by_subject.
- Research assistance is available in a variety of ways: via text message, chat, email, by telephone, or in-person ask.library.unlv.edu.
- The Libraries have a dedicated Research Consultation Room where librarians can meet one-on-one or with small groups to discuss focusing a research topic, identifying & evaluating sources, and searching library resources effectively www.library.unlv.edu/consultation.
- The Libraries hosts a series of workshops each semester, on topics ranging from critical reading to creating a research poster, all aimed to support students with their research and education needs www.library.unlv.edu/services/instruction/workshops.

Library Technology

- More than 500 computers to access web-based information resources and productivity software.
- Login to the Libraries' computers with an ACE Account and password.
- Laptop computers, digital cameras, camcorders, and digital voice recorders are all available for loan.
- Media Lab featuring specialized hardware and software to create multimedia projects and presentations.
- Self-service printing and photocopy machines are available in the library.

Learning Spaces

- More than 2,500 study spaces are available including individual study spaces with quiet and silent zones.
- A variety of group study spaces including many with computers for group productivity.
- Four classrooms that support library instruction.
- Graduate Student Commons.
- Tutoring drop-in lab (in partnership with the Academic Success Center) offers FREE tutoring for a variety of UNLV courses throughout the school year www.unlv.edu/asc/tutoring.
- Book 'N Bean - Coffee Bean & Tea Leaf coffee shop.

Branch Libraries

- The Architecture Studies Library provide access to resources and reference assistance in the areas of architecture, building and construction, urban planning, landscape architecture and interior design in support of the academic needs of the School of Architecture www.library.unlv.edu/arch/.
- The Curriculum Materials Library supports the teacher education programs within the UNLV College of Education as well as K-12 educators in the Las Vegas community. It houses more than 30,000 items across a wide range of collections: children's and young adult literature , professional materials for teachers, graphic novels, media, K-12 textbooks, activity kits, and more www.library.unlv.edu/cml/.
- The Music Library houses a music reference collection, more than 35,000 scores and over 12,000 recordings, DVDs, and other media. The Music Library supports research, teaching, and performances of the Music Department www.library.unlv.edu/music.

UNLV Police Services

Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)
Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway Campus
Shadow Lane Campus (Building C) 702-895-3668 / FAX 702-895-3660
<http://police.unlv.edu/> 911 Emergency only / 311 Non-emergency calls

The Department of Police Services is divided into three units: police patrol, police administration and records, and police emergency communications & dispatch. All are service-oriented resources for the university community.

A. Patrol Unit (stationed in all 3 locations)

The Police Patrol Unit provides police service to the university 24 hours a day, 365 days per year. Officers are certified by the State of Nevada. UNLV officers have the same authority and arresting powers in their defined jurisdiction as all other Southern Nevada police agencies. They are available for emergency assistance by calling 911 from any campus land line telephone. Other services include crime prevention presentations, residence hall patrols, and property registrations.

B. Administration and Records Unit

Police Headquarters (1325 E. Harmon Avenue)
Administration and Accounting 702-895-3668
Office of the Chief 702-895-1302
Police Records and Evidence 702-895-4747

The Police Records and Evidence Unit is responsible for providing and maintaining: the lost and found program, police report copying services, fingerprinting services, notary services, crime-tracking program, and police evidence storage and tracking program. The Administration and Accounting Unit and the Office of the Chief are responsible for administrative support for Police Services including departmental accounting, purchasing, billing, and community relations. The UNLV Annual Campus Safety and Security Report, which fulfills the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Act*, is published by the Police Records and Evidence Unit. It may be accessed on the internet at <http://police.unlv.edu/policies/campus-report.html> or in hard copy form by contacting Police Services.

C. Emergency Communications and Dispatch Unit

Claude I. Howard Public Safety Building (PSB) (located on the Maryland Parkway Campus)

The Emergency Communications & Dispatch Unit handles all emergency 911 and non-emergency 311 communications for the university. Its staff are responsible for monitoring UNLV's surveillance camera

system, alarm system and all emergency call boxes. The division is in operation 24 hours a day, 7 days a week, 365 days of the year.

The Emergency Communications & Dispatch Unit is also responsible for managing the Police Services Student Security Unit. Personnel within this unit are uniformed student employees who carry police radios and serve as the "eyes" and "ears" of Police Services' Police Patrol Unit. They will also escort members of the campus community to their vehicles during evening hours; call 895-3668 and a student security services team member will respond, based on availability.

Police Services provides "311" telephone service for non-emergency calls anywhere on campus. By dialing "311" on any campus landline telephone you will be put in contact with the Police Communications Dispatch Unit. It should be noted that anyone calling from a cell phone should still dial 895-3668 for non-emergencies in order to directly connect with Police Services. Any attempts to dial "311" from your cell phone will put you in contact with the Las Vegas Metropolitan Police Department's non-emergency line instead of UNLV's police non-emergency line.

University Forum Lectures

<https://www.unlv.edu/liberalarts>

Listen to experts from UNLV and across the nation discuss a range of political, social and cultural issues. Presented by the College of Liberal Arts, the lectures are free and open to the public.

UNLV Families

<https://unlvfamilies.wordpress.com/>

The UNLV Families website is sponsored by the Family Advocacy Committee (FAC), a subcommittee of the UNLV Women's Council. The FAC seeks to address a variety of family issues important to the campus community, including child care, parental leave, tuition benefits for employee dependents, lactation rooms, and more.

UNLV Today

<https://www.unlv.edu/news/unlvtoday>

UNLV Today is a daily email digest for UNLV's faculty and staff. Announcements include information about upcoming events, training, benefit changes, and organizational changes.

Veteran Services, Office of

Student Services Complex A, Room 311

702-895-2290/ <https://www.unlv.edu/veterans/contact>

UNLV is honored to have the opportunity to educate and serve our nation's heroes. We strive to provide responsive academic, social, and administrative support to student veterans, as well as active duty military members.

Here at the Office of Veteran Services, we understand that you and your family have unique needs and responsibilities, and we hope to support your academic efforts by providing one-stop, integrated resources to guide you toward success. You'll find us in the Student Services Complex – A, Room 311. Please stop by.

Voice Mail

"Call Pilot" Voice Mail – Telecommunications Services

Voice Mail Services 702-895-4146

Repair Service/Campus Operator 00

Telecommunications - <http://telecom.unlv.edu/>

Voice Mail User Guide -

<http://telecom.unlv.edu/>

Voice mail for your on-campus telephone is provided and serviced by the telecommunications services department. To access voice mail, dial 5-4900 from a campus phone or 895-4770 from off-campus. A voice mail user guide, with instructions about log-on, setting up your voice mailbox, and accessing messages, may be found at <http://telecom.unlv.edu/training/manuals>.

Voluntary Health Withdrawal

<https://www.unlv.edu/srwc/crisis-emergency-services/voluntary-health-withdrawal>

UNLV students may apply for a Voluntary Health Withdrawal (a separation of the student from the university) if they experience medical or psychological conditions that significantly impair their ability to function successfully and safely in their role as a student. Visit the website for detailed information.

WebCampus

<http://oit.unlv.edu/accounts/webcampus>

WebCampus is the UNLV supported course management system which allows faculty to post course notes, discussions and more in a secure environment for students to access via the web.

WebCampus support site: <http://wchelp.unlv.edu/>

Weapons on Campus Policy

UNLV Police Services

Three Locations: Police Headquarters, 1325 E. Harmon Avenue (off campus, near the corner of Maryland Parkway & Harmon Avenue)

Claude I. Howard Public Safety Building (PSB), located on UNLV's Maryland Parkway Campus

Shadow Lane Campus (Building C)

702-895-3668 / FAX 702-895-3660 / <http://police.unlv.edu/>

911 Emergency only / 311 Non-emergency calls

<http://police.unlv.edu/tips/>, <http://www.leg.state.nv.us/NRS/NRS-202.html#NRS202Sec265>,

<http://studentconduct.unlv.edu/conduct/pdf/Student-Conduct-Code.pdf>

By policy of the University, dangerous weapons, including handguns, are not permitted on campus without the express written approval of the Chief of Police (*restriction includes those with valid Nevada CCW Permits*). This policy shall apply to all persons on the campus except law enforcement officers in the performance of their duties. Facsimile weapons are also banned. Any person found with such weapons on their person may be prosecuted for carrying concealed weapons. If the weapons are found on campus, they will be seized by university police. If the weapon, by its nature, is not illegal, it shall be returned to its owner when the owner has made arrangements for its removal from campus. For further information, contact Police Services.

Wireless Devices and Service

All new UNLV corporate liable (where UNLV pays for the cellular and/or data service) cellular wireless service should be acquired from the preferred service provider. Departments with existing service through a vendor other than AT&T should transfer to AT&T as soon as it is economically feasible and not later than the termination of the existing purchase order. For existing corporate liable cellular phone customers, cell phone number portability became effective on November 24, 2003, which allows a user to change cellular providers while keeping their existing cellular telephone number. Exceptions to using the preferred provider should be justified by the employee's supervisor and forwarded to the

Telecommunications department for approval.

To order a cell phone please visit: http://telecom.unlv.edu/cell_phones.

If at any time you have any questions about phones, plans, ordering information, forms, etc, contact AT&T representative Brandon Villigan for assistance at 702-466-0000 or email her at: brandon.villigan@att.com.

Women's Council

702-895-4931 / women'scouncil@unlv.edu

The UNLV Women's Council contributes to the creation, implementation, and monitoring of initiatives designed to ensure that women are treated equitably and respectfully and are valued and supported in pursuit of their professional and personal growth.

Workload Assignment Policy and Guidelines, Faculty

Office of the Vice Provost for Academic Affairs

Flora Dungan Humanities Building (FDH), Room 703

702-895-1267 / FAX 702-895-3670 / <http://provost.unlv.edu/>

UNLV has a general policy on workload assignments and distribution for full-time faculty members. A copy of the current policy may be found on the office of the Executive Vice President and Provost website under the link “Policies and Procedures”, <http://www.unlv.edu/policies>, Executive Vice President and Provost section.